



MISSOURI NATIONAL GUARD HUMAN RESOURCES BULLETIN



Volume 06-16 <http://moguward.com/> Nov/Dec 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	07 Dec 2016
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	04 Jan 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	15 Nov 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	29 Nov 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	13 Dec 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	27 Dec 2016



EQUAL EMPLOYMENT OPPORTUNITY

November
National American Indian Heritage Month
2016 Theme: *Service Our Nations*

After 100 years of efforts to establish it, National American Indian and Alaska Native Heritage Month is celebrated to recognize native cultures and educate the public about the heritage, history, art, and traditions of the American Indian and Alaska Native people. The month of November is designated by Congress and the president as a time to reflect on the rich traditions and accomplishments, as well as the suffering and injustices that mark the history of Native Americans and Alaska Natives. This year, the Society of American Indian Government Employees has selected the theme “Serving Our Nations.”

December **Holidays**

A wide variety of multinational festivals and holidays are celebrated around the world during the month of December. While most of us are familiar with Christmas (the Christian celebration of the birth of Jesus Christ), the Jewish celebration of Hanukkah (also known as the Festival of Lights), or Kwanzaa (the celebration of the African Heritage); December also encompasses spiritually significant days for Buddhists', Muslims, Pagans and other many cultures and religions.

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

November Theme – *Tobacco Cessation: Be a Quitter*

It's never too late to quit using tobacco. While quitting may be challenging, proper preparation can make it easier. Don't wait another second to spare your mind, body, bank account, and loved ones from the harmful effects of tobacco. Start your journey to a healthier you today by taking steps to quit now.

December Theme – *Holiday Health*

The holidays are a great time to celebrate and share with loved ones—ushering in feelings of compassion and warmth. Yet, this time of year can often be full of busy preparations and unhealthy temptations. Learn how to stay happy, healthy, and stress-free this holiday season. Check out these 7 healthy holiday tips.

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://www.guardyourhealth.com>

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

2. TECHNICIANS (Air & Army)

2016 Federal Employees Health Benefits Open Season

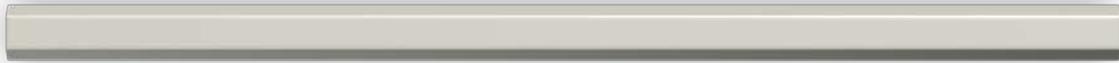
It is that time of year again. Open Season for the 2016 Benefits year begins November 14th and runs through December 12th. Any benefits changes that are made during open season will be effective on January 8, 2017. The new FEHB and FEDVIP premium rates are posted at www.opm.gov/healthcare-insurance/open-season and at www.moguard.com/Assets/Pages/87/HotTopics.aspx?ID=87.

Please join us at our annual 2016 FEHB Health Fair held at HQ, Ike Skelton Training Site, Drill Floor, on Tuesday, November 29nd from 11:00am to 1:00pm. Spouses and retirees are welcome to attend. Representatives from various FEHB providers will be available to discuss FEHB plan coverages.

TASMG, Hanger, 5250 West Depot Road, Springfield, Missouri will also host a 2016 FEHB Health Fair November 16th from 1:30pm to 3:30pm. Contact SSG Semsch at (417) 874-8019 if you have any questions. You can also go to <http://www.moguard.com/Assets/Pages/87/HotTopics.aspx?ID=87> for a list of FEHB Open Season Health Fairs at other Federal Agencies. If you attend another agency's event please contact the POC on the list to let them know you will be in attendance and find out any special information that you might need to know to attend.

All elections that are made during FEHB Open Season have to be made through the Army Benefits Center at www.abc.army.mil or contact a customer service representative at 1-877-276-9287.

POC: Contact the remote designee at your location or SGT Nicholas Garrard, Human Resource Assistant at (573) 638-9500 Ext. 37494.



Retirement Planning - Use the Magic Words to Get the Information You Want

- Article By [Tammy Flanagan](#), National Institute of Transition Planning, *September 8, 2016, Posted at www.govexec.com/voices/tammy-flanagan/2340/*

When it comes to retirement planning, did you know that there are magic words you need to use when requesting information about your benefits? There are specific terms that get action and convey the correct meaning of your request.

Over the years, I have met many employees who have received inaccurate or misleading information due to using the wrong language when asking questions. The specialist at the agency didn't give a wrong answer, they just answered a different question than the employee thought they were asking.

Here are a few examples:

Can I continue my health insurance if I defer my retirement?

The correct answer to this question is no. But what if the employee actually is asking about a postponed retirement, not deferred? Then the answer would be yes.

The employee may be eligible for a type of retirement called “MRA+10,” which refers to leaving government at [minimum retirement age](#) with at least 10 years of creditable service (at least five of which are civilian federal service). Under an MRA+10 retirement, an employee covered under the Federal Employees Retirement System can continue their health and life insurance benefits into retirement if they have been covered for the last five years of their federal career. Taking an MRA+10 retirement may involve incurring a significant penalty if the retiree is under 62, unless they choose to postpone (notice I didn’t use the word “defer”) receiving the benefit. By choosing the postponed benefit, the retiree can reinstate their insurance.

On the other hand, if the employee is under the minimum retirement age when they separate from federal service, then this might be a deferred retirement. It would also be a deferred retirement if they are covered under the Civil Service Retirement System, because CSRS doesn’t include the MRA+10 option. A deferred retirement does not provide the option to continue insurance benefits.

Do I have to take a full withdrawal of all the funds in my Thrift Savings Plan account when I retire?

This open-ended question could receive a variety of responses. The correct answer is, it depends — which is never the answer anyone wants to hear. I would answer this question with additional questions such as:

- How old will you be when you retire?
- How much money will you need to have on a monthly basis?
- How much income will you receive from CSRS or FERS, Social Security and any other sources?

It is important for federal employees to be educated about the variety of withdrawal options that are available from the Thrift Savings Plan. A full withdrawal can take the form of a lump sum payment, or it can be a series of monthly payments taken until the account is depleted over many months — or even a lifetime. The best answer to this question might be a referral to [The Retirement Income Calculator](#) and the [withdrawal strategies](#) page of the TSP website.

If I have 29 years of service and I have saved up a year of sick leave, can I retire, or do I need to work another year to be eligible?

This is a trick question. Without knowing the employee’s age, it can’t be answered accurately. This query highlights the difference in the meaning of service credit used for eligibility for retirement and the calculation of the retirement benefit.

If this employee is under 60, then, the answer might be yes, he or she needs to work another year. For optional, immediate retirement under FERS, the service requirement is 30 years of service at your minimum retirement age. (For CSRS, it’s 30 years of service at age 55). Sick leave cannot be used for retirement eligibility; only computation of your benefit.

On the other hand if you are at least 60, the service requirement for CSRS or FERS is only 20 years, which means you’ll receive credit for 30 years of service in the computation of your retirement (29 years of service plus one year of sick leave credit). But you are eligible to retire since at age 60 you only need to have 20 years of creditable service. (At age 62, you only need five years).

So how do you find the magic words when gathering retirement information? Here are a few tips:

- Be sure you understand the question you need to ask. If necessary, do some background research.
- Find someone to ask who has some experience with retirement benefits.
- If you think the person doesn’t understand your question, try asking it again in a different way.

- When making a request in person, bring a resource or a reference with you from a website or printed publication that explains the concept you're asking about.
- Get a response in writing to keep for your records.
- If you're asking your question of a retirement specialist at your agency, make sure it's about benefits. If you need help with financial, estate or tax planning, you may need to hire an adviser.

NOTE: Make sure to use the correct retirement service computation date in any retirement calculator or your estimate could potentially be incorrect.

POC: Gayla Propst, Human Resource Specialist (Benefits) Supervisor at (573)638-9500 Ext. 39892 or Leigh Ann Smith, Human Resource Specialist at (573) 638-9500 Ext. 37499



Restoration of Use or Lose Annual Leave for Technicians

Employees and supervisors are mutually responsible for planning and scheduling the use of annual leave throughout the year.

Annual leave in excess of 240 hours is considered "use or lose" if accrued, but not used, by the end of the leave year (7 January 2017). The legal and regulatory rules require all "use or lose" annual leave to be scheduled on OPM Form 71 before the start of the third biweekly pay period to the end of the leave year. This must be accomplished on or before **10 December 2016**.

Annual leave can be restored under the provisions of restoration of annual leave if it is denied by the supervisor for one of the following conditions:

- a. Exigency of public business. The exigency, or mission demand, must be of such importance as to preclude the use of scheduled leave. The exigency must be approved, in advance, through supervisory channels.
- b. Sickness, injury, or other medical condition for which paid sick leave is appropriate.
- c. Administrative error resulting in the forfeiture of annual leave through no fault of the technician.

If annual leave is denied, the technician must request in writing through the supervisor to the Human Resource Office that the annual leave be considered "use or lose" and be restored as "use or lose" annual leave. Attach copies of all denied leave slips to the written request. If approved by the Human Resource Office the "use or lose" annual leave will be restored after the first full pay period in January 2017.

POC: Contact the remote designee at your location or contact Gayla Propst, Human Resource Specialist (Benefits) Supervisor at (573) 638-9500 Ext. 39892 or Leigh Ann Smith, Human Resources Specialist (Benefits) at (573) 638-9500 Ext. 37499

Request for Personnel Action SF52

Effective immediately, no Request for Personnel Action (SF52) - Change of Supervisor will be submitted through the Safe Access File Exchange (SAFE) system, Technician/AGR SF52 inbox, or through Defense Civilian Personnel Data Systems (DPCDS). Changes in supervisors will be accomplished using DCPDS. Employees and supervisors have the ability to submit an "Update MySupervisor" or "Update MyTeam" request under Customer Support.

Customer Support is located on the top of the My Biz+ Homepage. **Detailed instructions are below.**

Navigating to the Request Hierarchy Assistance Features

The Customer Support feature, located on the menu bar, will only contain Update MySupervisor feature for DFAS, DLA and NG employees. Managers may select either the Update MySupervisor or Update MyTeam features.



Update MySupervisor Process for Employees

After selecting Update MySupervisor from Customer Support, the Update MySupervisor page displays which allows employees to select or enter their correct supervisor full name. Supervisor Last Name, Supervisor First Name, Supervisor Work Email Address and Supervisor Work Phone will display. Employee's work email address and work phone number will autopopulate with information stored in MyBiz+. If MyBiz+ does not contain this information, employees must enter work email address and work phone number prior to submitting a request. The information identified on this page will be forwarded to HR for review and update.

Update MySupervisor Form

Either select the radio button for a listed supervisor or enter your supervisor's full first and last name in the Enter Your Supervisor's Full Name box. In addition, enter/validate work email address and work phone number.

Select supervisor, and then the Submit button if work email address and work phone number are correct.

Supervisor Last Name	Supervisor First Name	Supervisor Work Email Address	Supervisor Work Phone
Carlton		Carlton.DF.Shreeff@uscaid.gov	126-125-2363

After selecting Submit button, a Confirmation page displays containing important information which employees must review and save. HR Offices track requests via the request Control Number. Select OK button to exit Confirmation page.

Important: Employees must store the request Control Number for future reference.

Your request has been submitted to your servicing Human Resources Office.

Your request Control Number is 000420.

- Normally, your information will be updated within 30 days.
- Recent personnel actions may correct the information sooner.
- You may be contacted by your servicing Human Resources Office to provide additional information to process your request.

OK

Update MyTeam for Managers

After selecting Update MyTeam from Customer Support, the Update MyTeam page displays two (2) regions:

- Missing from MyTeam (Add Employees) allows managers to identify missing employee's last name, first name and comments for HR to review/add.
- Remove from MyTeam (Remove Employees) allows managers to select employees who are currently in their hierarchy (from a prepopulated list) for HR to review/remove. The prepopulated list will display employees currently listed in MyWorkplace. In addition, managers can enter the correct supervisor name and/or comments.

Manager's work email address and work phone number auto populates with information stored in MyBiz+. If MyBiz+ does not contain this information, managers must enter work email address and work phone number prior to submitting a request. The information identified on this page is forwarded to HR for review and update.

Required fields

Complete the information below to request your servicing Human Resources Office review your team's information.

Important: Please wait 2 weeks before submitting this request if you or your impacted employees recently changed jobs or were assigned new supervisors.

- Missing From MyTeam allows you to add employees to your team.
- Remove From MyTeam allows you to remove employees currently assigned to your team.

Missing From MyTeam (Add Employees)

The following employees are missing from MyTeam.

- Select Add Row to enter additional employees. Select Delete Row to remove specific employee(s) from this request.
- When adding additional employees first and last name are required.
- When complete, select Submit.

Employee Last Name	Employee First Name	Comments (max 200 chars)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Remove From MyTeam (Remove Employees)

- Check box next to Employee Name to remove an employee from your team.
- When complete, select Submit.

<input type="checkbox"/>	* Employee Last Name	* Employee First Name	Employee Work Email Address	Employee Work Phone	Correct Supervisor Name or other comments (max 200 chars)
<input type="checkbox"/>	DFS Baris	Bernardina	Bernardina.I.DFSBaris@dfas.mil		
<input type="checkbox"/>	DFS Kristanson	Francis	Francis.I.DFSKristanson@dfas.mil		

* Enter/update your work email address: Enter/update your work phone number:

[Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts](#)

Update MyTeam Form

To add additional employee names, manager would select Add Row button under the Missing from MyTeam (Add Employees) region. If manager accidentally adds an incorrect employee, he/she can delete by selecting Delete Row button.

To remove an employee from MyTeam check the box next to the employee that the manager would like to remove. After all changes have been made, select Submit button.

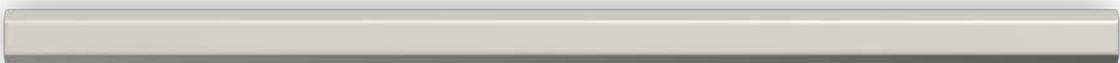
After selecting Submit button, a Confirmation page appears containing important information for managers. HR Offices track requests via the request Control Number. Select OK button to exit the Confirmation page.

Your request has been submitted to your servicing Human Resources Office.

Your request Control Number is 000421.

- Normally, your information will be updated within 30 days.
- Recent personnel actions may correct the information sooner.
- You may be contacted by your servicing Human Resources Office to provide additional information to process your request.

OK



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: 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



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. With OPM being the employing office of the retiree an HR representative cannot obtain benefit or pay information for federal retiree's.

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

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

THRIFT SAVINGS PLAN AND YOU

If you are in the first few years of your career, you can take advantage of the best asset available to you: time. When you start saving for your retirement early, you have many years to weather short-term market fluctuations and to gain the maximum benefit from the power of compounding. The best time to start contributing to your TSP account is now. This way, saving becomes a habit. Also, you are "paying yourself first" by setting aside retirement funds before you are tempted to spend the money on other things.

Remember that starting your retirement savings early is important because the longer you wait, the more difficult it can become to reach your financial goals. By waiting, you may find yourself having to set aside a higher proportion of your income for retirement. Also, you will have forgone any earnings that could have compounded during those missed early years.

If you are a FERS employee, don't miss out on free money from your agency. You should consider contributing no less than 5% of your salary to the TSP. If you do, you will receive the maximum Agency Matching Contributions. To learn more, visit [Agency Matching Contributions](#).

The way in which you distribute your money among the TSP funds should reflect your time horizon and your risk tolerance. Since you have many years ahead of you, you can probably afford to take some risk. That is, you can consider investing in the TSP's stock funds (C, S, and I Funds) in addition to the G and the F funds. The TSP stock funds, while more volatile, offer the opportunity for potentially higher returns over time. Also, by spreading your investment across the different funds, you become less susceptible to dramatic losses that might be associated with having all of your money in a single asset.

Visit [Investment Funds](#) to learn about all of the TSP funds, their features, and past performance. The information available will help you to determine an asset allocation that is appropriate for you. It's important to develop an investment strategy, or a roadmap, as you begin building your TSP account. Visit [before You Invest](#) for essential questions to consider concerning your expectations and your tolerance for risk.

You have the option of making traditional (pre-tax) contributions and/or Roth (after-tax) contributions to your TSP account. For more information on these options, visit [Tax Treatment of Your Contributions](#). 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.

Go to www.tsp.gov to learn more about your opportunities to invest in the Thrifts Savings Plan. Enroll or make changes in your TSP contributions at the Army Benefits Center - Civilian (ABC-C) EBIS www.abc.army.mil

THRIFT SAVING PLAN MONTHLY RETURNS

Month	L Income	L 2020	L 2030	L 2040	L 2050	G Fund	F Fund	C Fund	S Fund	I Fund
2015										
Oct	1.64%	3.72%	4.88%	5.58%	6.31%	0.17%	0.02%	8.45%	5.61%	7.07%

Nov	0.17%	0.17%	0.20%	0.24%	0.24%	0.17%	(0.24%)	0.31%	1.75%	(0.86%)
Dec	(0.28%)	(0.92%)	(1.32%)	(1.61%)	(1.85%)	0.18%	(0.30%)	(1.57%)	(3.91%)	(2.03%)
2016										
Jan	(0.91%)	(2.55%)	(3.58%)	(4.21%)	(4.86%)	0.19%	1.49%	(4.96%)	(8.72%)	(5.62%)
Feb	0.01%	(0.24%)	(0.41%)	(0.51%)	(0.63%)	0.15%	0.68%	(0.12%)	0.50%	(2.82%)
Mar	1.53%	3.35%	4.54%	5.25%	5.94%	0.15%	0.93%	6.79%	8.24%	6.59%
Apr	0.34%	0.58%	0.75%	0.85%	0.95%	0.14%	0.41%	0.39%	1.73%	1.89%
May	0.38%	0.69%	0.91%	1.03%	1.15%	0.15%	0.08%	1.80%	1.81%	0.27%
Jun	0.11%	(0.12%)	(0.31%)	(0.43%)	(0.58%)	0.15%	1.80%	0.26%	(0.13%)	(3.33%)
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%
YTD	2.82%	4.15%	5.23%	5.78%	6.21%	1.32%	6.01%	7.87%	10.11%	2.80%
Last 12 mo	4.39%	7.22%	9.12%	10.16%	11.08%	1.85%	5.46%	15.50%	13.69%	6.90%

Percentages in () are negative.

SELECTION PROCESS FOR TECHNICIAN POSITIONS

- CONSIDER ELIGIBLES. Personal interviews of all applicants are required; however, if not feasible, telephone interviews are acceptable.
- SELECT CANDIDATE. Select the candidate who, in your judgement, is best qualified for this position.
- NOTIFY CANDIDATES. Selecting officials may contact the individual that has been **TENTATIVELY** selected **ONLY** to obtain the needed information to complete the selection documentation. Selecting officials **WILL NOT** discuss an effective date or make any commitment of employment until notified by the Human Resources Office. At that time, the selecting official may contact the selected individual and discuss an effective date. The Human Resources Office will officially notify all applicants in writing of their selection or non-selection.
- MILITARY COMPATIBILITY. A Technician/Military Assignment Data Form must be completed for each individual that is tentatively selected for a Technician position to ensure that military compatibility requirements are met. This form must be completed by the selecting official and military unit in the appropriate sections and returned with the selection package to the Human Resources Office. Personnel actions will be processed only after Technician and military compatibility requirements are met in accordance with applicable law and regulations.
- REQUIRED DOCUMENTS FOR SELECTIONS. The documents listed the link below must be completed by the selecting official and the new or current tentatively selected employee before the selection will be approved by the Human Resources Office. The documents in the link below have recently be modified to make them fillable and added digital signature capability. Any missing or incorrect documents will delay the process until the missing or corrected documents are received.

<http://www.moguard.com/Assets/Pages/82/images/REQUIRED%20DOCUMENTATION%20FOR%20SELECT%20PACKET--%20dated%2015%20June%202016.pdf>. (This document can also be found on the Human Resources web page under the Staffing tab.)

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

TEMPORARY TECHNICIAN APPOINTMENT PACKAGE

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

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

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

[http://www.moguard.com/Assets/Pages/82/images/TEMPORARY%20APPOINTMENT%20NTE%20%20\(NO%20171\)%20PACKET--%20dated%2015%20June%202016.pdf](http://www.moguard.com/Assets/Pages/82/images/TEMPORARY%20APPOINTMENT%20NTE%20%20(NO%20171)%20PACKET--%20dated%2015%20June%202016.pdf) (This document can also be found on the Human Resources web page under the Staffing tab.)

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

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

AGMO FORM 335-1-R

The AGMO Form 335-1-R is a required document that must be included in the Technician application packet. This form is a supporting document that highlights an applicant's military service. The information the applicant can provide is any active military service, reserve military service, military education, and military training an applicant has completed. There also is space to add additional information and/or special qualifications an applicant feels is important for the selecting official to know. If an applicant does not have any military information, he/she needs to complete Section 2 of the AGMO Form 335-1-R. The AGMO Form 335-1-R must be completed to obtain consideration for a Technician position. You can access this document by clicking on the following link:

<http://www.moguard.com/Assets/StaticPages/TechJobForms/AGMO%20Form%20335-1-R%20Supplement%20to%20Application%20for%20Employment%20-%20Military%20Brief.doc>. (This link is also included in every Technician vacancy announcement that is advertised and can be found under the Required Documents section in vacancy announcements.)

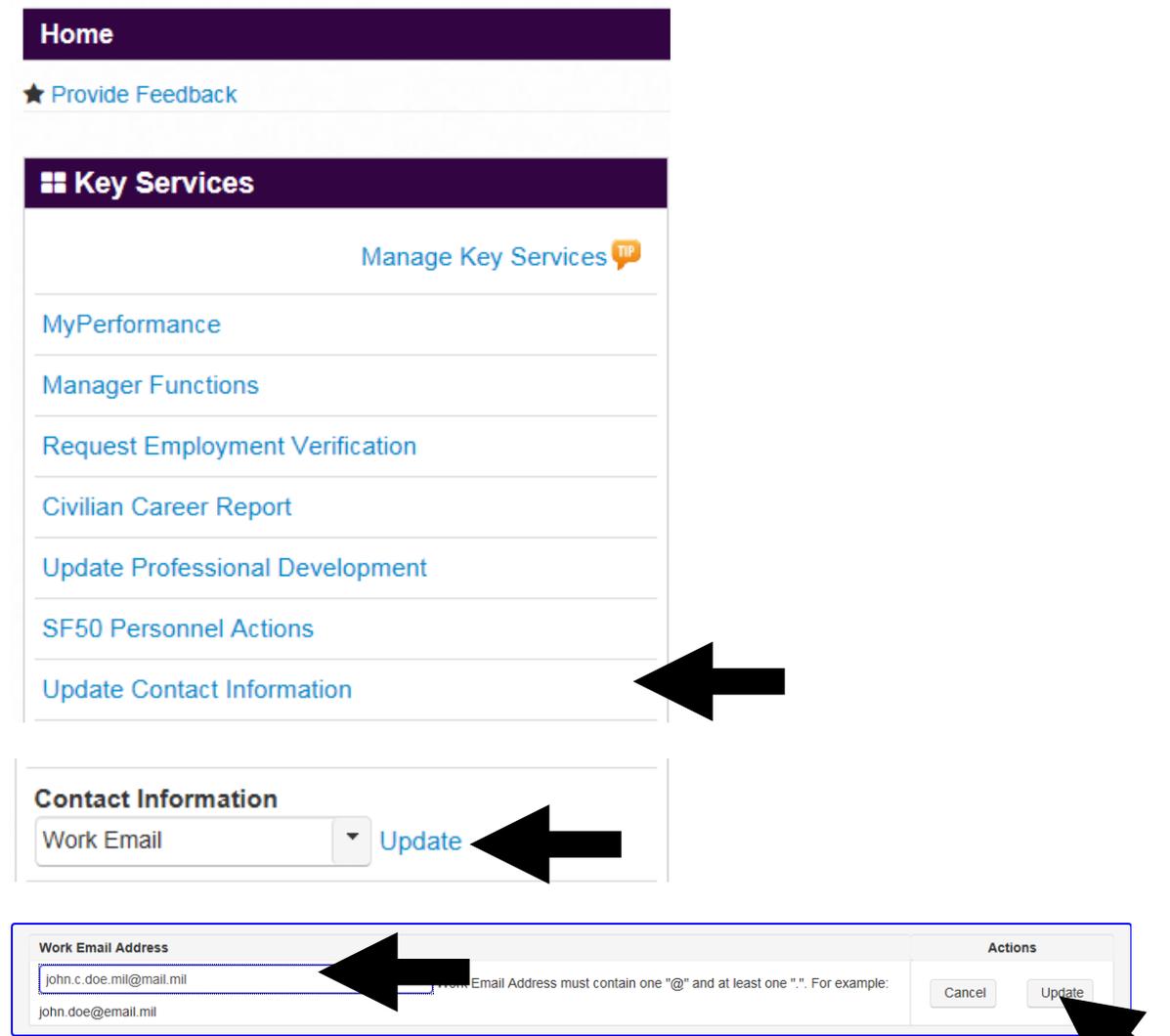
POC: Mrs. Carol Otto, (573) 638-9500 ext 39644, SSG Tracina Harrison, (573) 638-9500 Ext 37495, or OC Adam Miller, (573) 638-9500 Ext 39811.

Your Help is needed! Please Verify/Update Your Work Email Address in My Biz+

Request the assistance of technicians and AGRs who supervise technicians in verifying and/or updating your work email address in MyBiz+. An accurate and current work email address in MyBiz+ is the key for sending and receiving Performance Management messages, notifications of additions and changes in your Electronic Official Personnel Folder (eOPF) and notifications for benefits information.

A recent check by the Office of Technician Personnel found a large number of .ang.af.mil format addresses. This domain will be shut down soon; we need your assistance in getting your email address updated.

To check your email address in My Biz+:
Key Services, select Contact Information, select Work Email, and select Update.



**POC: 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**

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

Before Starting an Annual Appraisal

There are several items to check before starting the annual performance appraisal in My Biz+/ that will help make the process go more smoothly.

1. Current Owner: In order to access the Performance Plan to start the Annual Appraisal you must own the Performance Plan. The technician or supervisor can determine the Current Owner on the Performance Appraisal Application Main Page 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 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
--Choose a Plan Type--

Records Displayed: 10

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

2. Performance Appraisal Application Track Progress Page

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--

Records Displayed: 10

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

Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input checked="" type="checkbox"/>
Rating Official - Assessment	<input checked="" type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Higher Level Reviewer Approved	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

NOTE: Accomplished activities are marked with a check. The Plan, Interim Review or Appraisal are not completed until each step checked.

3. Be Aware of the Tabs Selected.

Select "Update" from the PAA Main Page. This will bring up the Employee Information.

To View or update a plan:

Plan
Interim Reviews
Annual Appraisal
Other Assessments
Reports/Forms

Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments

Plan Details

This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

To create, update or view an Interim Review:

Plan
Interim Reviews
Annual Appraisal
Other Assessments
Reports/Forms

Interim Reviews

[Need Help?](#)

Interim Reviews are conducted to assess your performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review.

- To create an Interim Review, select the 'Create Interim Review' button.
- To complete other actions described above, select the button under the Action column.

✓ TIP Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
<div style="display: inline-block; border: 1px solid #000080; padding: 2px 5px; margin-right: 5px;">Create Interim Review</div>									

To create, update or view an Annual Appraisal

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments

Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)

[My Journal](#)

Job Objectives

Select	Order	ObjectiveTitle	Status	Weights % (Optional)
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Job Objective

Employee Self Assessment

(Limit to 2000 characters)

Spell Check

Counter

Rating Official Assessment

POCs for navigating in My Biz+ and PAA: 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 7493, steven.j.cebuhar.mil@mail.mil.

TECHNICIAN SERVICE AWARDS

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

DOUGLAS E	BLASÉ	10	131 CEG SQ
JUSTIN W	CLARK	10	139 LGR SQ
JOSHUA N	GALLAGHER	10	HQ 140 REGIMENT (RTI) - RTI REGIONAL TRAINING INSTITUTE
GEORGE J	GRIFFITH	10	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
NATHAN S	NONNEMAN	10	JOINT FORCE HQ - MO - HRO TECH PERS MGT BR
BENJAMIN A	TAUBE	10	241 ATC SQ
STEVEN R	TAYLOR	10	FMS 6 - MO - FIELD MAINTENANCE SHOP
JUSTIN P	WALKER	10	JOINT FORCE HQ - MO - HRO TECH PERS MGT BR
AARON A	ZIPH	10	139 LGR SQ
DANIEL J	ALLEN	15	MO ARNG FMS 10 - FIELD MAINTENANCE SHOP
RACE B.	BAKER	15	AAFA - MO - ARMY AVIATION FLIGHT ACTIVITY - OPNS
DAVID C	GAIL	15	ARMY AVIATION SUPPORT FACILITY -
MELISSA L	HEUPEL	15	131 OSS FT
WILLIAM R	WAREHAM	15	131 MSQ GP
AMY L	ANDERSON	20	JOINT FORCE HQ - MO - DCS FOR OPERATIONS
MARTY J	EVERS	20	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
BRYAN R	GREENWALT	20	FMS 8 - MO - FIELD MAINTENANCE SHOP
DAVID D	JACKSON	20	HHD, 1107 TASMG - TASMG SHOP
DARYL R	KELLEY	20	AAFA - MO - ARMY AVIATION FLIGHT ACTIVITY - OPNS
ROBERT E	MCCORMACK	20	FMS 7 - MO - FIELD MAINTENANCE SHOP
DAVID B	SCHILLER	25	JOINT FORCE HQ - MO - DCS FOR INFO MGT SPT OFC
SCOTT A	YARBER	25	AAFA - MO - ARMY AVIATION FLIGHT ACTIVITY
JAVIER R	ACOSTA	30	ARMY AVIATION SUPPORT FACILITY -
DAVID E	BRIXEY	30	AAFA - MO - ARMY AVIATION FLIGHT ACTIVITY
RONALD D	BASS	35	HHD, 1107 TASMG - TASMG SHOP
MARK J	PRANTER	35	HHD, 1107 TASMG - TASMG SHOP

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

Blended Retirement System

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

http://jko.jten.mil/courses/brs/leader_training/Launch_Course.html

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

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

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 14 February 2017, 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

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

UPDATE OF ANGI 36-101, SELECTING A PREGNANT MEMBER FOR AGR VACANCY

Per Ms. Lora Wakefield, Chief, Force Management Programs Branch, NGB/A1PP, 12 Aug 16, if you select a pregnant member to fill a vacant AGR job, they may commence orders as long as they can perform the duties and the state chain of command concurs. ANGI 36-101 is currently in rewrite and the change will be reflected when it is published.

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.

Army AGR Leave

NGB-Finance has a backlog of over 500 leave batches waiting for release. They are currently on or around the 15th of July. Soldiers need to continue to monitor their LES's for charged leave.

AGR PERSONNEL ACTIONS

NEW HIRES

CPT Nicholas Swoboda, JFHQ-MO, G3
CPT Tabitha Osier, HHD, 229th MMB
SSG Aaron Kimberly, Rec & Ret Bn
SSgt Tiffany McMenemy, 131st Bomb Wing
SGT William Fulbright, Det 3, Co F, 1/169th AVN
SGT Justin Glastetter, Det 1, 1137th MP Company
SGT Rebecca Peterson, 548th Trans Company
SGT Jordan Snapp, Co C, 1/135th AVN
SGT Yarlies Sotocortes, JFHQ-MO, G1
SGT Thomas Devine, HHC, 35th CAB
SGT Corey Lachance, 1/135th AVN
SPC Bridget Duewell, 175th MP Bn
SPC Tiffany Branch, Det1, 1136th MP Company

1LT Caton Jeffries, JGHQ-MO, G4
SFC Darren Maute, 7th CST/WMD
MSgt Janice Riley, HQ MOANG
SSgt Lauren Palmer, 131st Bomb Wing
SGT Bryan Klempke, HHD, 229th MMB
SGT Shean Harris, HQ, MEDDET
SGT Andrew Welch, 203rd EN Bn
SGT Logan Sherry, 1128th FSC
SGT John Scott, 35th CAB
SGT Robert Chisenhall, Rec & Ret Bn
SPC Lauren Hicks, 175th MP Bn
SPC Billie Thompson, HSC, 935th ASB

PROMOTIONS

Col Matthew Calhoun, 131st Bomb Wing
Lt Col Kimberly Smith, 139th Airlift Wing
MSG August Borgstadt, HHC, 1/135th AVN Regt
SFC Keith Carter, 70th Troop Command
SFC Mark Rash, Rec & Ret Bn
SSG Derek Bloss, Rec & Ret Bn

Col Timothy Murphy, 139th Bomb Wing
SMSgt Tiffany Mathews, 131st Bomb Wing
MSG Bradley Gladbach, Rec & Ret Bn
SFC Calvin Logan, Rec & Ret Bn
SSG Taylor Maze, 1/135th ARB
SSG Tanner Almond, Rec & Ret Bn

SEPARATIONS/RETIREMENTS

LTC Eddie Brown, JFHQ-MO
Lt Col Jeff Montgomery, 139th Airlift Wing
LTC Brian Miller, JFHQ-MO
CPT Jean Legall, 7th CST/WMD
SGM Jay Marsden, HQ, 70th Troop Command
MSgt Cheryl Ropp, 131st Bomb Wing
MSgt Darren Maute, HQ MOANG
SFC Brian Gustin, HHC, 1/138th INF Regt
SFC Byron Wilkerson, Rec & Ret Bn
SSG Vincent Rutter, Det 1, Co A, 35th ID
SSG Jerry Shreve,
SGT Stephen Casey, Rec & Ret Bn
SGT James Byerly, Co C, 935th ASB
SGT Charlotte Alward, HHD 1107th TASMG

Lt Col Eric Thompson, 139th Airlift Wing
Lt Col Andrew Schoen, 139th Airlift Wing
LTC John Francis, JFHQ-MO
SGM Jeremy Cobb, JFHQ-MO
MSG Carey Schehl, JFHQ-MO
MSgt Brandy Steeby, 139th Airlift Wing
SFC Jared Pruitt, 880th EN Det
SFC Robert Gooch, HQ, 140th RTI
SFC Brian Link, Rec & Ret Bn
SSG Seth Darrow, Det 1, 294th EN Company
TSgt Richard Robison, 139th Airlift Wing
SGT Nguyen Cheun, 70th Troop Command
SGT Megan Brown, Rec & Ret Bn

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
SGT Desiree Torres, 573-638-9500 ext. 39788

OCCUPATIONAL HEALTH

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

SPECIAL PROJECTS MANAGER

CW3 Susan Galloway, 573-638-9500 ext. 39520

FTUS PERSONNEL MANAGEMENT

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

LABOR MANAGEMENT RELATIONS

CPT Rachelle Thomas, 573-638-9500 ext. 37148

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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

STAFFING

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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