



MISSOURI NATIONAL GUARD HUMAN RESOURCES BULLETIN



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HR MAILBOXES

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

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

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

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

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

1. ALL PERSONNEL

AGR & TECHNICIAN NEW HIRE BRIEFING DATES

<u>Event</u>	<u>Location</u>	<u>Time</u>	<u>Dates</u>
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	05 Oct 2016
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	02 Nov 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	20 Sep 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	04 Oct 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	18 Oct 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	01 Nov 2016

EQUAL EMPLOYMENT OPPORTUNITY

September
Hispanic Heritage Month
2016 Theme: *Embracing, Enriching, and Enabling America*

Each year, Americans observe National Hispanic Heritage Month from 15 September - 15 October to celebrate the contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean, Central America, and South America. America's diversity has always been one of our nation's greatest strengths. Hispanic Americans have long played an integral role in America's rich culture, proud heritage, and the building of this great nation. Hispanic Americans continue to shape our country in a myriad of areas through their strong commitment to family, faith, ingenuity, hard work, and public service.

October
National Disability Employment Awareness Month
2016 Theme: *#InclusionWorks*

National Disability Employment Awareness Month (NDEAM) is a nationwide campaign that raises awareness about disability employment issues and celebrates the contributions of America's workers with disabilities—past and present. People with disabilities cross lines of age, ethnicity, gender, race, sexual orientation, and socioeconomic status. It is a group **anyone** can become a member of at any time. Almost all of us will encounter a disability at some point in our lives. By increasing awareness for all members of the workforce, we build a culture that embraces diversity and inclusivity.

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

September – *Resiliency*

At one time or another, most of us will encounter circumstances that seem insurmountable: job loss, relationship break-up, economic struggles, loss of a loved one, physical trauma – the list goes on. They are defining moments in life that can either knock us down or make us stronger. While we can't always control our circumstances (life's curve balls are usually out of our control), we can control our responses. Resiliency, or how well you bounce back, is a skill that can be learned and refined. To find out what services are available, check your employee benefits or call your local human services agency. You can also talk with someone you can trust, such as a doctor or nurse, local mental health professional or member of the clergy.

October – *Bullying*

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Bullying can be both obvious and subtle. It is important to note that the following list is not complete. It's also important to remember that bullying is usually ongoing, rather than one act. Many forms of bullying can occur. Some examples are workplace bullying, teen bullying and cyber bullying. Workplace bullying is in many ways like childhood bullying. But this time it's in a grown-up setting and the person being bullied is a co-worker or subordinate. When it comes to teen bullying it's important that adults and teens work together to "break the code" and understand what bullying is, why it occurs, and take actions to reduce its harm. Cyber-bullying is repeatedly hurting someone else through the use of technology. Your program is available. Talking with a professional counselor can help! Your program offers professional consultations 24 hours a day, seven days a week to help you and your family during difficult times. You can also log on to access information and resources.

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)*

Performance Appraisals for Technicians

It is that time of the year again when all supervisors of technicians and all technicians should complete Performance Appraisal Assessments and Performance Ratings in My Biz/My Workplace for the rating period ending 30 September 2016.

Performance Appraisal Assessments and Performance Ratings are due for all dual-status and non-dual status National Guard Technicians employed under the provisions of 32 U.S.C. 709, except for technicians occupying temporary positions and those technicians who are still in a probationary trial period at the end of the rating period. This requirement must be completed in My Biz+ at <https://compo.dcpds.cpms.osd.mil> by COB 31 October 2016 for the performance rating period 1 October 2015 to 30 September 2016.

The National Guard Bureau Technician Personnel Regulation 430, Performance Management, National Guard Technician Performance Appraisal Program, dated November 5, 2009, and the How Do I Guides for the employee, Rating Official and the Higher Level Reviewer are located on the Human Resource website and will walk you through each step successfully, <http://moguard.com/Assets/Pages/18/Performance-Appraisal-Application-Training-PAA.aspx?ID=49>

For additional information on the Performance Management issues please contact: Gayla Propst, Human Resources Specialist, at (573) 638-9500 ext. 39892 and for additional information on the My Biz/My Workplace system questions please contact Elaine Lock, Human Resources Specialist, at (573) 638-9500 ext. 39690.



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.

The screenshot displays the MyBiz+ user interface. At the top right, the 'Customer Support' menu is highlighted with a purple box, showing options for 'Update MySupervisor' and 'Update MyTeam'. Below the menu, a 'Notifications' table lists several requests to update supervisors and teams. The main dashboard area is divided into sections: 'Key Services' (Performance Management and Appraisals, My Workplace, Request Employer's Verification, Division Career Report, Update Contact Information, Update Professional Development, Retrieve DFSD, Update MySupervisor / MyTeam), '\$ Pay' (Gross Pay: 749.87, Net Pay: 449.80, Pay Period End Date: 10-Jan-2015), '\$ Last Personnel Action' (Type of Action: Individual Cash Award PB, Effective Date: 25-Sep-2012), '\$ Leave' (Annual Leave Balance: 149.00, Sick Leave Balance: 96.00, Annual Leave Forfeit Balance (Use or Lose): 108.00), and '\$ Professional Development' (Education: Finance and Financial Management Services, Other (52099), Bachelor's degree - (2514), Training: FINANCIAL PLANNER (06-Aug-2014 - 05-Sep-2014), Certification/Knowledge: CERTIFIED FINANCIAL PLANNER (CFP) (30-Sep-2014 - 30-Sep-2015)). A 'Detail Pages' section at the bottom contains icons for Personal, Pay, Leave and Benefits, Professional Development, Progress, Performance, Reports, and My Team.

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.

Update My Supervisor

Required Info:
Select the correct supervisor from the list below. If your supervisor's name isn't listed, enter their name below.
Important: Please wait 2 weeks before submitting this request if you recently changed jobs or were assigned a new supervisor.

Clear Selection

Supervisor Last Name	Supervisor First Name	Supervisor Work Email Address	Supervisor Work Phone
Carlton		Carlton_DF3@hrca.net	120-425-2393

Enter Your Supervisor's Full Name if not listed above:

*Enter/Update your work email address: Carlton_DF3@hrca.net | Enter/Update your work phone number: 120-425-2393

Cancel Submit

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

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"/>	Delete Row
			Add Row

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"/>	DPS Barrs	Bernardina	Bernardina.I.DPSBarrs@dfas.mil		
<input type="checkbox"/>	DPS Kristianson	Francis	Francis.I.DPSKristianson@dfas.mil		

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

Cancel Submit

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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.

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)	
Last	First	Add up to 200 characters, information will be available to HR Office.	Delete Row
Add another last name	Add another first name	Add up to 200 characters, information will be available to HR Office.	Delete Row
			Add Row

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 checked="" type="checkbox"/>	DPS Barrs	Bernardina	Bernardina.I.DPSBarrs@dfas.mil		Enter first, last name of correct supervisor, information will be available to HR Office
<input type="checkbox"/>	DPS Kristianson	Francis	Francis.I.DPSKristianson@dfas.mil		

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

Cancel Submit

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

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 

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI) PROGRAM; OPEN SEASON September 1, 2016 through September 30, 2016

For the first time in 12 years, the Federal Employees' Group Life Insurance Program (FEGLI) is having an Open Season! It starts on Thursday September 1, and ends on Friday September 30, 2016.

During the Open Season, FEGLI-eligible employees can enroll in FEGLI or increase coverage up to the maximum offered by the program. FEGLI-eligible employees can elect any coverage the program offers, including Option C coverage on the lives of your spouse and eligible dependent children under age 22.

As a reminder, enrolled employees can cancel coverage, reduce coverage, or change beneficiaries at any time – no need to wait until a FEGLI Open Season.

There is no medical exam required and there are no health questions with your FEGLI Open Season election. Even if you waived or were turned down for coverage in the past, you can still participate in this FEGLI Open Season!

There is a one year delayed effective date before your Open Season coverage becomes effective. Your new coverage will be effective the first day of the first full pay period that begins on or after October 1, 2017, as long as you meet pay and duty status requirements. For most biweekly employees, this means **your new coverage will be effective October 1, 2017**. You will not pay premiums for your new coverage until your new coverage is effective.

Thinking about retirement? For any FEGLI coverage you wish to bring into retirement, you must have that coverage for your last five years of Federal service, among other requirements. If you plan to retire before October 2022 (five years after the soonest your Open Season coverage could come into effect), consider this when making your Open Season election.

The FEGLI Open Season allows eligible employees to enroll in FEGLI life insurance or increase their coverage up to the program maximum without having a qualifying life event, answering medical questions, or having a physical exam. Here are some advantages of the FEGLI Program and this Open Season:

- Competitive group premiums with convenient payroll deduction

- You can elect coverage as little as about one year's salary, as much as about six years' salary, and many options in between
- You can elect Option C coverage on the lives of your spouse (up to \$25,000) and eligible dependent children under age 22 (up to \$12,500 for each eligible child)
- No medical questions to answer and no physical exam
- Extra Benefit automatically enhances Basic coverage for enrolled employees under age 45, at no additional charge.
- You can continue your FEGLI coverage into retirement if you meet all of the requirements

Go to www.opm.gov/FEGLIopenseason for information about the Federal Employees' Group Life Insurance (FEGLI) Open Season. There you can:

- See why you might want life insurance
- Learn the basics about FEGLI, including what types of coverage are available
- Find the FEGLI Cost
- Watch a video presentation about the FEGLI Open Season

You can locate your current FEGLI coverage by going to your Employee Official Personnel File (eOPF) at <https://eopf1.nbc.gov/nationalguard/> or by going to MyBiz at <https://compo.dcpds.cpms.osd.mil/>. No one knows when the next FEGLI Open Season will be. Do not miss this opportunity!

Make your elections at the Army Benefits Center – Civilian EBIS website at www.abc.army.mil or call 1-877-276-9287 and speak to a National Guard Representative. Your election has to be made by Friday 30 September 2016.

POC: Remote Designee at your location or SGT Nicholas Garrard, Human Resource Assistant, (573) 638-9500 ext. 37494 or SPC Caitlin Infield, Human Resource Assistant, (573) 638-9500 ext. 37496.



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



Federal Long Term Care Insurance Program (FLTCIP) 2016 for Current Technician Enrollee Decision Period July 18, 2016 to September 30, 2016

The purpose of this announcement is to provide guidance about an OPM Enrollee Decision Period for current enrollees in the Federal Long Term Care Insurance Program (FLTCIP).

The FLTCIP contract was awarded to John Hancock Life & Health Insurance Company, effective May 1, 2016. John Hancock proposed higher premiums because recent analysis of the program, using updated assumptions based on identified trends and actual claims experience, indicated that the current FLTCIP premiums would not be sufficient to meet the future, projected costs of the benefits. The new premium rates are those established as a result of this competitive process. Most current enrollees are impacted by the premium increase, which will take effect on November 1, 2016. Therefore, OPM is holding an enrollee decision period for current enrollees from July 18 to September 30, to give them the opportunity to review their current coverage and make decisions that allow them to accept or alleviate the premium increase.

- This Enrollee Decision Period is for current FLTCIP enrollees only. It is not a general open season for all employees, annuitants, and qualified relatives.

- The deadline for enrollees to submit a selection is September 30, 2016. If an enrollee does not respond by September 30, 2016, the enrollee's coverage will remain the same and the premium will increase.

- Long Term Care Partners (LTCP) will send a 2016 Enrollee Decision Period offer package with personalized options to impacted enrollees.

- Enrollees may also visit www.LTCFEDS.com/myaccount to sign into or register for a MyLTCFEDS account to review their personalized options.

The 2016 Enrollee Decision Period offer packages will include information on alternative benefit options that an enrollee can select in order to help reduce the impact of the premium increase. The FLTCIP website has general questions and answers on the contract award and the Enrollee Decision Period. The FLTCIP website will also have instructional videos that enrollees can access in their My LTCFEDS online account to help in the decision-making process. These videos will be specific to the individual enrollee's plan options. Webinars will be available to help enrollees make their selection during the Enrollee Decision Period. LTCP has a call center with trained program consultants to help current enrollees understand their choices. Personalized assistance is available from 8 a.m. to 8 p.m. (ET) at 1-800-582-3337 (TTY 1-800-843-3357).

Additional information can be found on the FLTCIP website at the below links: (Web links may need to be copied and pasted into the browser address bar.) www.LTCFEDS.com/QA and www.LTCFEDS.com

POC: Contact the Remote Designee at you location or Gayla Propst, Human Resource Specialist (Benefits) Supervisor at gayla.a.propst.civ@mail.mil or (5730 638-9500 ext. 39892



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 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

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 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										
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%
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%
YTD	2.61%	3.84%	4.83%	5.33%	5.70%	1.19%	6.05%	7.85%	9.13%	1.54%
Last 12 mo	3.64%	5.11%	6.25%	6.76%	7.13%	1.90%	6.29%	12.63%	7.27%	0.30%

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\(NOA%20171\)%20PACKET--%20dated%2015%20June%202016.pdf](http://www.moguard.com/Assets/Pages/82/images/TEMPORARY%20APPOINTMENT%20NTE%20%20(NOA%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.

Home

★ [Provide Feedback](#)

Key Services

[Manage Key Services](#) 

[MyPerformance](#)

[Manager Functions](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

[Update Professional Development](#)

[SF50 Personnel Actions](#)

[Update Contact Information](#)

Contact Information

Work Email

[Update](#)

Work Email Address

john.c.doe.mil@mail.mil

john.doe@email.mil

Work Email Address must contain one "@" and at least one ".". For example:

Actions

[Cancel](#)

[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**

TECHNICIAN SERVICE AWARDS

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

AARON R.	BROWN	10	JFHQ - MO - HRO TECH PERS MGT BR
TRACY P.	COCKRUM	10	157 AOP GP
KENO S.	DAVIDSON	10	ARMY AVIATION SUPPORT FACILITY
AMY E.	EGGEN	10	USPFO - MO - USPFO COMPTR DIV PAY & EXAM BR
MATTHEW R.	FORREST	10	JFHQ - MO - HRO TECH PERS MGT BR
JANE C.	GABRIEL	10	139 FRS SQ
LUKE L.	HERDMAN	10	AASF(FLW) - MO - ARMY AVIATION SUPPORT FACILITY
KINATA C.	HOLT	10	MISSOURI REC & RET - RECRUITING & RETENTION
SCOTT R.	LINDE	10	AAFA - MO - ARMY AVIATION FLIGHT ACTIVITY
MARIO R.	NEAL	10	FMS 1 - MO - FIELD MAINTENANCE SHOP
LESLIE J.	NEELY, JR	10	HHD, 1107 TASMG - TASMG SHOP
ADAM W.	RACKERS	10	3 BN, 135 AVN
GREGORY T.	ALDERSON	15	131 AMX SQ
DANIEL F.	BATES	15	131 AMX SQ
JEREMY N.	BUEHLER	15	131 MAI SQ
SCOTT C.	CRANE	15	139 ALF WG
ROBERT A.	KEMNA	15	AASF(FLW) - MO - ARMY AVIATION SUPPORT FACILITY
JAMIE P.	MELCHERT	15	JFHQ - MO - SURFACE MAINTENANCE MANAGER (SSM) - MO
FRANK J.	PLIEMLING	15	131 AMX SQ
GREGORY S.	STUMPPF	15	HHD, 1107 TASMG - TASMG SHOP
BRETT D.	WARNER	15	FMS 13 - MO - FIELD MAINTENANCE SHOP
DEAN V.	BYERS	20	ARMY AVIATION SUPPORT FACILITY
JOHN T.	EDWARDS	20	239 CCS SQ
STEVEN W.	ENTRIKIN	20	FMS 12 - MO - FIELD MAINTENANCE SHOP
THOMAS R.	HALE	20	AASF(FLW) - MO - ARMY AVIATION SUPPORT FACILITY
BRIAN S.	JOHNSON	20	ARMY AVIATION SUPPORT FACILITY
BRENT L.	PROFFITT	20	139 MAI SQ
DENNIS J.	SANDBOTHE	20	JFHQ - MO - COMMAND ADMIN OFC
KELLY B.	VEDANEFINN	20	HHD, 1107 TASMG - TASMG SHOP
WILLIAM A.	WIRTH	20	157 AIR OPS GP

JEFFREY A.	CAMPBELL	25	139 MAI SQ
BRAYON J.	DELISSER	25	FMS 13 - MO - FIELD MAINTENANCE SHOP
CRAIG P.	EUFINGER	25	131 MAI SQ
ERIC V.	FITE	25	131 CMN FT
MARK NMN.	LAYTON	25	FMS 4 - MO - FIELD MAINTENANCE SHOP
ROBERT H.	MAZE	25	ARMY AVIATION SUPPORT FACILITY
KRIS J.	NEROS	25	139 FRS SQ
JEREMY D.	OVERBY	25	139 FRS SQ
KRISTOPHER	PANKAU	25	180 ALF SQ
KEVIN L.	FINDLEY	30	AASF(FLW) - MO - ARMY AVIATION SUPPORT FACILITY
ALAN L.	PRIEST	30	131 MAI GP
TERRY R.	RAMSEIER	30	139 MAI SQ
KERREY A.	RENKEMEYER	30	USPFO - MO - USPFO PURCHASING & CONTRACT DIV
EDWARD L.	WILSON, JR	30	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
JAMES P.	NESMEYER	35	CSMS - MO - COMBINED SUPPORT MAINTENANCE 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 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. **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>
26 July 2016	0800-1200 hours	Resiliency Center
27 September 2016	0800-1200 hours	Resiliency Center
22 November 2016	0800-1200 hours	Resiliency Center
21 February 2017	0800-1200 hours	Resiliency Center
25 April 2017	0800-1200 hours	Resiliency Center
27 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
usarmyleavenworth.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

Maj Jeffrey Suhr, 131st Bomb Wing
CPT Karen Silas, FWD SPT Co, 1140th ENGR Bn
TSgt Crystal Richardson, 131st Bomb Wing
SGT Kareem Burns, 70th Troop Command
SGT Nicholas Allee, 7th CST (WMD)
SSG Ryan Owens, Det 2, Co B 35th ID
SGT Matthew Barnes, Rec & Ret Bn
SPC Randal Dennis, Rec & Ret Bn
SPC Joshua Dixon, Rec & Ret Bn
SGT Andrew Niehaus, Rec & Ret Bn

CMSgt Jessica Settle, 131st Bomb Wing
SGT Justin Ramsey, HHD 229th MMB
SGT Joseph Herboth, 880th Engineer Plt
SGT Justin Plymell, HHB, 1/129th FAR
SGT Nikita Blaylock, Co A, 1107th TASMG
SGT David Baer, HHC 35th Engineer Bde
SSG Charles Davidson, Rec & Ret Bn
SSG Douglas Dixon, Rec & Ret Bn
SPC Richard McCord, Rec & Ret Bn
SGT David Squires, Rec & Ret Bn

PROMOTIONS

WO1 Shelby Shaffer, JFHQ-HHD
SGM Justin Clapper, 70th Troop Command
MSgt Christopher Carlisle, 157th Air Operations Group
MSgt Wayne Greene, 241st Air Traffic Control Squad
MSgt Grey Throckmorton, 139th Airlift Wing
MSG Thomas Oligschlaeger, Rec & Ret Bn

WO1 Amanda Graham, JFHQ-MO
MSG Brian Keith, HQ, 311th BSB
MSgt Derrick Combs, 139th Airlift Wing
MSgt Marilyn Rabello, 139th Airlift Wing
MSgt Erin Hickok, 139th Airlift Wing

SEPARATIONS/RETIREMENTS

Col Michael Pyburn, 131st Bomb Wing
Maj James Ashlock, 131st Bomb Wing
CW4 Adam Dial, HHC, 110th MEB
SrA Alexandria James, 131st Bomb Wing
MSG Thomas Black, Rec & Ret Bn
SFC Tracy Peters, HHD, JFHQ-MO
SFC Lowell Lee, HHD, 175th MP Bn
SFC Matthew Hampton, Rec & Ret Bn
SSG Samuel Yount, Rec & Ret Bn
SGT Jason Hollandsworth, HHD, JFHQ-MO
SGT Randall Stewart, Co A, 1107th TASMG
SGT Bridget Leake, HHC CAB (HVY), 35th ID

COL Paul Hessling, HHD, JFHQ-MO
CW2 Dana Squires, HHD, JFHQ-MO
CW4 Steven Stovall, HHC, 35th Engineer Bde
SMSgt Philip Vogler, 139th Airlift Wing
MSG Brent Young, Rec & Ret Bn
SFC Eric Allison, 205th MP Bn
SFC Patrick Cullen, Rec & Ret Bn
SFC Dannie Thompson, Rec & Ret Bn
SSG Steven Bowers, Co A, 1107th TASMG
SGT Brittany Bond, 70th Troop Command
SGT Samuel Carmack, Det 2, 1221st Trans Co
SGT Ashley Albright, HHD, 175th MP 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

DATA MANAGEMENT

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

HUMAN RESOURCES DEVELOPMENT SPECIALIST

BUDGET

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

TECHNICIAN BRANCH

EMPLOYEE DEVELOPMENT/ POSITION CLASSIFICATION

CW5 Paula Prosser, 573-638-9500 ext 39689
Vacant, 573-638-9500 ext 37917
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