



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	04 Oct 2017
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	01 Nov 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	05 Sep 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	19 Sep 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	03 Oct 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	17 Oct 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	31 Oct 2017

EQUAL EMPLOYMENT OPPORTUNITY

EMPLOYEE ASSISTANCE PROGRAM

Checkout all the wellness and health toolkits at <http://foh.psc.gov/library/toolkits.html>

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

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

2. *TECHNICIANS (Air & Army)*

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 (6 January 2018). 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 **9 December 2017**.

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 2018.

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

With-In-Grade Increase's for Technician in Non-Pay Status (LWOP)

With-In-Grade Increases will be affected if a technician is in a non-pay or regular Leave With-Out Pay (LWOP) status and if the accumulative LWOP hours exceed the following:

General Schedule (GS) technicians in a regular Leave With-Out Pay (LWOP) status

- Two workweeks in the waiting period for steps 2, 3, and 4
- Four workweeks in the waiting period for steps 5, 6, and 7
- Six workweeks in the waiting period for steps 8, 9, and 10

Wage Grade (FWS) technicians in a regular Leave With-Out Pay (LWOP) status

- One workweek in the advancement to step 2
- Three workweeks in the advancement to 3

-Four workweeks in the waiting period for advancement to steps 4 and 5

Any excess time in a Non-Pay status or LWOP extends the waiting period for receiving your WGI. If technician is in Absent-US status on a military order, (AUS) the WGI waiting period does not change and WGI is processed and paid as scheduled.

POC: SGT Garrard (573) 638-9500 ext. 37494 or SPC Tiemann (573) 638-9500 ext. 37498

Federal Benefits Open Season Health Fair

The Federal Benefits Open Season will begin Monday November 13, 2017 - Monday December 11, 2017. The following programs will be participating: 1) Federal Employees' Health Benefits (FEHB) Program; 2) Flexible Spending Accounts (FSAs) Program; and 3) Federal Employees' Dental & Vision Insurance Program (FEDVIP).

Representatives from the programs will be participating in the Federal Benefits Open Season Health Fair.

November 14, 2017, 10:30 a.m. to 1:30 p.m. – Ike Skelton Training Site, Drill Hall Floor, 2302 Militia Jefferson City, MO 65101

POC: SGT Nicholas Garrard 573-638-9500 x37494 and SPC Caitlin Tiemann 573-638-9500 x37496

Change in Technician Retirement Application (Requirements for All Technicians)

The Office of Personnel Management (OPM) has made an immediate change in what is considered a complete retirement application for all federal technicians. All technicians that have any periods of military service must provide the required supporting document(s); a DD214 Member 4 Copy or any other copy of a DD214 that reflects the Characterization of Service as honorable and no lost time.

If the technician cannot provide these required documents, OPM is now requiring a Statement of Service memorandum validating all military service be submitted with the retirement application. A Statement of Service memorandum must list the order number or DD214, dates of service, characterization as honorable, and no lost time. This memorandum must be signed at your Unit level, by a Commander or Military Personnel Officer.

If the military service was performed prior to becoming a technician, the DD214 must have title of service listed or the technician must provide a copy of military orders, to verify that it was served under title 10. If not, the retirement application process may be lengthened. This is a requirement set by OPM for all periods of military service whether military deposits are paid or not.

Before calling HR please access your own Electronic Official Personnel File (eOPF) at <https://eopf1.nbc.gov/nationalguard/> to verify what documents are in your record. If the required documents are not in your eOPF to support your military service please ensure you scan a copy to nicholas.s.garrard.mil@mail.mil; or leigh.a.smith62.civ@mail.mil

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

Technician Retirement Annuity Garnishment

Garnishment is a legal process for enforcing existing legal obligations. Civilian Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) annuities can be garnished for Alimony or child support. Public Law 93-647 and Public Law 95-30 amended the Social Security Act (title 42, United States Code) to provide that the United States Government will comply with the terms of a valid court order for garnishment to provide alimony or child support. Public Law 95-30 also set up limitations on garnishments issued to enforce a support obligation. These are the same provisions that require agencies to comply with similar garnishment orders against employees' salaries.

If the creditor is the U. S. Government, and the agency knows that the debtor has retired from the Federal Government, they can send the debt claim to the Office of Personnel Management (OPM) for collection as provided under 5 U.S.C. 5514. As an agent of the Federal government, OPM will collect claims and they cannot vary its normal payment cycles to comply with a garnishment order. Generally, debts may be collected from retirement benefits only to the extent expressly authorized by Federal statutes. Garnishment payments are made on the first business day of the month for benefits that accrued during the previous month. If you would like more information on this topic, please email your request to: dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil.

POC: Contact the remote designee in your area or Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, (573) 638-9500 ext. 39892 or Mrs. Leigh Ann Smith, Human Resource Specialist, (573) 638-9500 ext. 37499.

Technician Preparing for Retirement Tips:

Preparing and planning for retirement should begin as early in your career as possible, in fact, the first day hired as a federal technician is highly recommended. To ensure the proper benefit eligibility at retirement you should already be enrolled in FEHB and FEGLI five years prior to retirement. Invest as much as possible in the Thrift Savings Plan. Once a technician is within five years of retirement, those benefits should already be established.

Asking the right questions and taking the right actions pertaining to your retirement are so important for both you and your family. Here are a few tips that can help ease the anxiety oftentimes associated with retirement:

- Know about your own retirement. The more you know about your retirement the more comfortable you will be and you will know what to expect.
- Request an estimate from the Army Benefits Center-Civilian (ABC-C) five years prior to your proposed date of retirement. Technicians can visit the website at <https://www.abc.army.mil> or call 1-877-276-9287 option 3. After the first request you can request an estimate once a year through ABC-C.
- Make plans to attend a pre-retirement or retirement briefing hosted by ABC-C via DCO and/or by the State HRO. Keep in mind when discussing retirement with a co-worker, your retirement benefits can be completely different based on your particular career factors.
- Contact the TSP Office at www.tsp.gov or call 1-877-968-3778 to learn more about the options available to you at the time of retirement.
- Six months prior to retirement, contact your HRO Benefits Specialist to schedule a retirement briefing and provide the information needed to prepare retirement applications or contact ABC-C. You are welcome to contact ABC-C and work your retirement application process through them, just please notify HRO immediately to ensure other HR processes (for example; SF52 for retirement is submitted, paid in full military deposits are scanned to your eOPF etc.) are completed properly to avoid any additional delays in your retirement plans.

- Retirement application should be submitted to ABC-C NLT 60-90 days prior to the effective date of retirement. Early submission is critical, as it allows for a thorough review of their retirement application; ensures timely payment processing for unused annual leave; and ensures the timely submission of the application to the Office of Personnel Management (OPM). So, contact your HRO as soon as possible prior to retirement so this timeline is met with ABC-C.
- Once you separate/retire from the agency you have to work directly with the Office of Personnel Management (OPM), they become your new employer and payroll office.

POC: Gayla Propst, Human Resource Specialist (Benefits) Supervisor at gayla.a.propst.civ@mail.mil or Leigh Ann Smith, Human Resource Specialist at leigh.a.smith62.civ@mail.mil or the Army Benefits Center- Civilian (ABC-C) counselor at <https://www.abc.army.mil> or 1-877-276-9287.

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

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.



MILITARY SERVICE DEPOSITS

Do you have prior active duty military service? Did You Know? If you served in the military and now hold a civilian position, your military time may apply toward your civil service retirement. To buy back your military service, you will have to pay a deposit, in most cases 3% of your base pay earned during your military service if you are FERS, 7% if you are CSRS. If the deposit is paid in full within the first 3 years of being hired as a Federal civilian employee, no interest is owed. If you have been a Federal civilian employee for more than 3 years, you can still pay the deposit, but you will owe interest. The sooner you pay the deposit the less interest you will have to pay, so the sooner you pay the deposit the better. The Office of Personnel Management (OPM) now requires Military Service Deposits be paid in full before your date of separation or retirement. Since processing time can take up to 6 months, this is not something you can do at the last minute.

You can find more information about military buy back, and the steps for paying your military deposit at:
FERS employees: <https://www.abc.army.mil/retirements/FERSPost56.htm>.
CSRS employees: <https://www.abc.army.mil/retirements/CSRSPost56.htm>.

POC: SGT Garrard at nicholas.s.garrard.mil@mail.mil or SPC Tiemann at caitlin.e.tiemann.mil@mail.mil

THRIFT SAVINGS PLAN (TSP)

Since 2004, both Houses of Congress have passed resolutions each year declaring April as National Financial Literacy Month. National Financial Literacy Month, sometimes referred to as National Financial Capability Month, is a month-long campaign to raise public awareness about the importance of financial literacy and the need for financial education. Did You Know? Of the more than 300,000 Civilian employees supported by the Army Benefits Center-Civilian (ABC-C), 31% of Federal Employee Retirement System employees and 53% of Civil Service Retirement Service employees are contributing LESS than 5% of their salary to the Thrift Savings Plan (TSP).

Are you one of these employees not getting the full benefit of the Thrift Savings Plan? You can increase your TSP contributions at any time through the Employee Benefits Information System, which is accessed from the ABC-C website at <https://www.abc.army.mil>.

POC: SGT Garrard at nicholas.s.garrard.mil@mail.mil or SPC Tiemann at caitlin.e.tiemann.mil@mail.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
2016										
Aug	0.13%	0.16%	0.18%	0.20%	0.21%	0.13%	(0.11%)	0.14%	0.80%	0.08%
Sep	0.20%	0.30%	0.38%	0.43%	0.48%	0.13%	(0.04%)	0.02%	0.90%	1.24%
Oct	(0.38%)	(0.91%)	(1.39%)	(1.66%)	(1.89%)	0.14%	(0.74%)	(1.82%)	(3.86%)	(2.03%)
Nov	0.49%	1.05%	1.57%	1.87%	2.19%	0.16%	(2.35%)	3.71%	7.95%	(1.99%)
Dec	0.64%	1.13%	1.59%	1.82%	2.04%	0.20%	0.16%	1.98%	1.81%	3.44%
2017										
Jan	0.61%	1.04%	1.48%	1.70%	1.91%	0.20%	0.23%	1.90%	2.16%	2.89%
Feb	0.77%	1.36%	1.96%	2.25%	2.51%	0.18%	0.71%	3.97%	2.45%	1.44%
Mar	0.33%	0.48%	0.64%	0.71%	0.78%	0.20%	(0.01%)	0.12%	(0.08%)	2.85%
Apr	0.50%	0.76%	1.07%	1.21%	1.34%	0.20%	0.81%	1.03%	1.15%	2.62%
May	0.55%	0.86%	1.22%	1.38%	1.51%	0.19%	0.81%	1.41%	(0.77%)	3.76%
Jun	0.26%	0.35%	0.46%	0.52%	0.58%	0.19%	(0.09%)	0.62%	2.33%	(0.18%)
Jul	0.60%	0.96%	1.42%	1.63%	1.82%	0.19%	0.43%	2.05%	1.11%	2.88%
YTD	3.69%	5.96%	8.53%	9.78%	10.91%	1.36%	2.92%	11.59%	8.61%	17.39%
Last 12 mo	4.81%	7.79%	11.05%	12.68%	14.24%	2.12%	(0.24%)	16.06%	16.72%	18.13%

Percentages in () are negative.

USA STAFFING PROGRAM HAS BEEN UPGRADED

Last month, the USA Staffing Program Office upgraded the entire USA Staffing Program. This program has a brand new look and the navigation is different from the previous version.

With the new version, applicants must complete an on-line application. If applicants are unable to apply online or need to fax a document that is not an electronic form, the following link provides information regarding an [Alternate Application](#). This will take the applicants to an Applicant Help Information page to assist in completing an application in an alternate method.

The existing Selection Manager has been replaced with Hiring Manager. Hiring Manager is the selecting official's interface for USA Staffing. Selecting officials will have a more streamlined way of navigating through assigned Requests, Job Announcement Reviews and Applicant List Reviews. In Hiring Manager, selecting officials will be able to share notes, review assessment and announcement information, review applicant documents, and collaborate on certificates/new hires all within one system. The link below includes the new Hiring Manager Quick Reference Guide.

https://help.usastaffing.gov/USASUpgrResCtr/images/2/20/USA_Staffing_Upgrade_HM_Quick_Reference_Guide_May_2017.pdf.

When a selection certificate for a Technician vacancy is issued, this guide will be attached to the e-mail message sent from the respective Human Resources Specialist to assist the selecting officials in navigating through the process.

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

TECHNICIAN STAFFING AND RECRUITMENT (AIR & ARMY) HELPFUL HINTS FOR RESUMES

The following information pertains to applicants submitting resumes for Technician Vacancy Announcements **AND** as part of a packet for a temporary appointment:

- Ensure that your resume contains your full name, address, phone and at least the last four digits of your social security number.
- Provide detailed duties that you performed for each position that you include in your resume.
- Be specific and always include Month and Year for the dates of your experience.
- Be sure to include your applicable military experience and explain the duties of the MOS/AFSC held.
- If you are using education to qualify for a position OR education is a mandatory requirement to meet qualifications, YOU MUST submit copies of college transcripts that identify each course, the college or university, semester or quarter hours earned, grade and grade-point received. Submitting a certificate or a degree will not suffice. You must submit transcripts when required. Photocopies are acceptable.

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

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

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

TEMPORARY TECHNICIAN APPOINTMENT PACKAGE

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

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

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

[http://www.moguard.com/Assets/Pages/82/images/TEMPORARY%20APPOINTMENT%20NTE%20%20\(NO%20171\)%20PACKET--%20dated%20September%202016%20-%20Copy.pdf](http://www.moguard.com/Assets/Pages/82/images/TEMPORARY%20APPOINTMENT%20NTE%20%20(NO%20171)%20PACKET--%20dated%20September%202016%20-%20Copy.pdf)

(This document can also be found on the Human Resources web page under the Staffing tab.)

The individual must meet qualification requirements for the temporary appointment. The selecting official must review the temporary employee's resume 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.

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 2017.

Performance Appraisal Assessments and Performance Ratings are due for all federal 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 2017 for the performance rating period 1 October 2016 to 30 September 2017.

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 take you step by step through the process. You can obtain these resources at:

<http://www.moguard.com/Assets/Pages/80/PerformanceAppraisalApplicationTraining.aspx?ID=80>

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

MyBiz+ User Guides

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

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

Position Hierarchy and Email Addresses

Upcoming changes in the interconnection between the Defense Civilian Personnel Data System (DCPDS) and USA Staffing **REQUIRES** two areas be complete and accurate:

Position Hierarchy in MyBiz+ be complete and accurate for the position attached to the Recruit/Fill Request for Personnel Action (RPA).

Email Address in MyBiz+ must be complete and accurate. There are a large number of records that contain blank or old (i.e., @us.army.mil, @ang.af.mil) email addresses. There are over 300+ email addresses that contain the old email format.

Supervisors of Technicians: Please check My Team to verify that the technicians and AGR personnel you supervise are linked to your position. If the organization found under My Team is not accurate, please select Update My Team and complete the request. This request will be reviewed and updated by the Human Resources Classification section.

Supervisors of Technicians and Technicians: Please check your email address in MyBiz+ found under Key Services, Contact Information, Work Email Update.

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

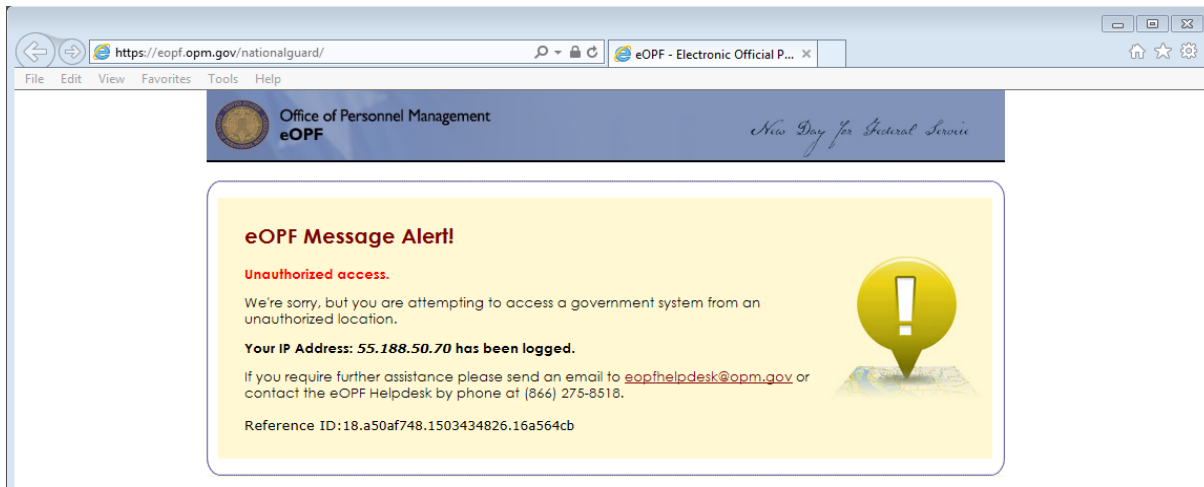
Position Hierarchy Linking POC: SSG Amelia Cruz, Human Resources Specialist, (573) 638-9500 Ext 39670, amelia.g.cruz.mil@mail.mil or CW5 Paula Prosser, Human Resources Specialist, (573) 638-9500 Ext 39689, paula.l.prosser.mil@mail.mil

The electronic Official Personnel Folder (eOPF) Access for the Technician Workforce

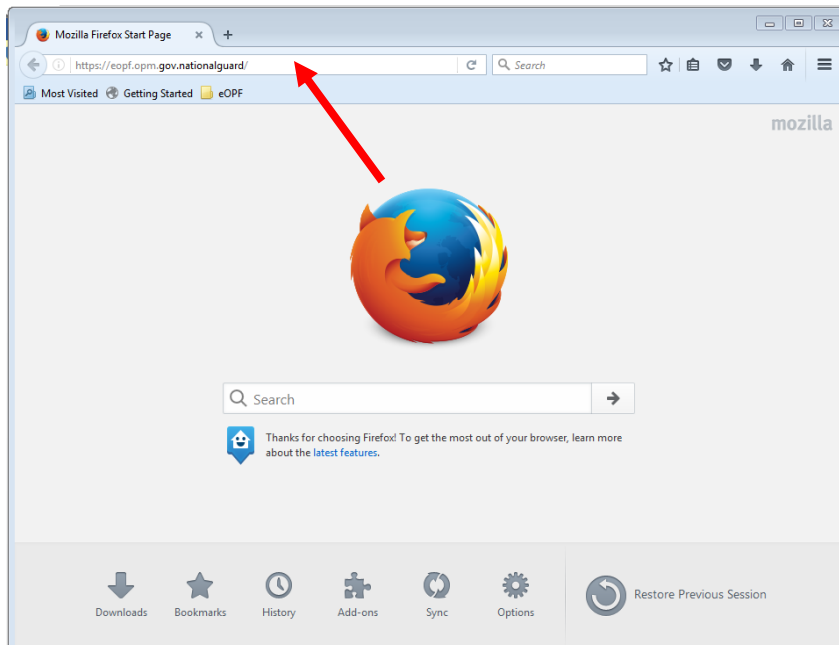
The website address for the electronic Official Personnel Folder (eOPF) has changed effective 31 July 2017. The new website address is: <https://eopf.opm.gov/nationalguard/>.

NOTE: The eOPF system is a secured environment and will require "https" at the beginning of the Uniform Resource Locator (URL). You should also be aware that you can only access the eOPF from a .mil network.

If receive the following error message when using Internet Explorer:



Use Firefox as shown below:



When accessing eOPF for the first time with the new website address, you will be prompted to change your password.

POC for questions on accessing eOPF:

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

TECHNICIAN SERVICE AWARDS

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

Christopher B	Antes	10	241 ATC SQ
Sean M	Beazley	10	HHD, 1107 TASMG - TASMG SHOP
Kaarl E	Brown	10	HHD, 1107 TASMG - TASMG SHOP
Daniel J	Campbell	10	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
Jackie Howard	Cooper, II	10	AAFA - MO - ARMY AVIATION FLIGHT ACTIVITY
Jonathan M	Couture	10	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
Timothy A	Glavin	10	MISSOURI REC & RET - RECRUITING & RETENTION
Matthew S	Havens	10	FMS 5 - MO - FIELD MAINTENANCE SHOP
Jeffery D	Howard	10	JOINT FORCE HQ - MO - MILITARY PERSONNEL OFC HQ
Caton D	Jeffries	10	JOINT FORCE HQ - MO - DIRECTOR OF LOGISTICS SPT OFC
Tyson V	Mele	10	JOINT FORCE HQ - MO - HRO TECH PERS MGT BR
Scott W	Myers	10	131 COMPTROLLER FT
Kasey W	O'Brien	10	239 CCS SQ
Justin L	Petree	10	131 AMX SQ
Maria E	Pyatt	10	HHD, 1107 TASMG - TASMG SHOP
John T	Quin	10	MO ANG HQ
Tamatha D	Roman	10	JOINT FORCE HQ - MO - MILITARY PERSONNEL OFC HQ
Erin K	Sallee	10	HHD 175 MP BN -
Andrew R	Smith	10	HHC 35 ENGR BDE -
James D	Torrance	10	131 AMX SQ
Nicole L	Baldwin	15	USPFO - MO - USPFO SUPPLY & SERVICES DIV HQ
Nathan F	Buhr	15	JOINT FORCE HQ - MO - MILITARY PERSONNEL OFC HQ
Michael W	Gard	15	139 ALF WG DET 1
Dustin W	Garzee	15	HHD, 1107 TASMG - TASMG SHOP
Brandon K	Green	15	CO A, 1107 TASMG -
Davis	Hickok	15	139 ALF WG OL AA
Rickie D	Murray	15	FMS 11 - MO - FIELD MAINTENANCE SHOP
Joseph	Pagano, II	15	131 MAI SQ
John C	Pantaleo	15	AASF(FLW) - MO - ARMY AVIATION SUPPORT FACILITY

James D	Stoner	15	HHD, 1107 TASMG -
Joseph J	Swanson	15	MO ANG HQ
Nathan K	Vanhoof	15	241 ATC SQ
Kathryn E	Kempker	20	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
Barton C	Davidson	25	131 MAI SQ
Andrew D	Hensley	25	131 MAI SQ
Wanda L	Fowler	30	USPFO - MO - USPFO COMPTR DIV PAY & EXAM BR
Diane C	Young	30	USPFO - MO - CIF
Joseph	Pflugrad	35	139 MAI GP

3. Active Guard Reserves (Air & Army)

Blended Retirement System

Timeline:

- The Blended Retirement System goes into effect January 1, 2018
- Effective December 31, 2017, all Service members will be grandfathered in to the "High-3" military retirement system.
- AC members who have completed fewer than 12 years of service
- RC members who have fewer than 4,320 retirement points as of December 31, 2017, will have the opportunity to opt into the new, Blended Retirement System (BRS).
- The decision is irrevocable.
- Service members entering the service on or after January 1, 2018, will be covered by the BRS and will automatically be enrolled in TSP at a 3% individual contribution level.
- Identify all Soldiers in the window for eligibility to Opt-In and ensure they take the JKO Training at <http://jko.jten.mil/courses/brs.html> (Leader course, Financial Counselor/Educator Course and Opt-In course) NLT 31 December 2017. Commanders must provide time for training and tracking attendance.
- Soldiers that utilize DFAS will utilize MyPay to opt into the new BRS on or after January 1, 2018 – 31 December 2018.

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**

DISCONTINUATION OF CAREER STATUS BONUS

No new CSB elections may be entered into after December 31, 2017. An agreement entered into on or before December 31, 2017, may continue to be made on or after January 1, 2018. Letters to notify currently-serving active duty members of their eligibility to make a CSB election will be discontinued as of July 1, 2017.

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 on 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>
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
28 February 2018	0800-1200 hours	Resiliency Center
24 April 2018	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

Leave Log System - Status Update

Many users are experiencing problems with LeaveLog. In response to many inquiries, the administrators at NGB provided the following update:

Both LeaveLog and the applications at DFAS that send Leave information from the DJMS pay system to LeaveLog have been recently moved to different servers in their respective ipns which are more secure computing environments. The National LeaveLog Administrators expect in the long run for this to be a good thing. Currently the leave balances and AGR/ADOS account validations in LeaveLog are broken because of the files from the pay system have not been sent.

When Leave Balance updates begin appearing in LeaveLog your AGR/ADOS LeaveLog users can then switch their LeaveLog user Types as is appropriate. The Leave balance on the LES is accurate. Once updates starting coming to LeaveLog from the pay system the LES and LeaveLog Leave balances should be in agreement.

If you have LeaveLog users who are ADOS personnel and they are unable to use LeaveLog at this time, ensure you complete a DA 31 and maintain it locally until the system allows them to enter their leave. If you have questions or concerns, please contact the State administrators at AGR Branch.

POC: SFC Cindy Smart, (573)638-9500 Ext: 37490

ARNG Initial Tour Continuation Process Changes

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

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

Army Directive 2016-09 Maternity Leave Policy

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

AGR PERSONNEL ACTIONS

NEW HIRES

Maj Gordon Marty, 139 th Airlift Wing	MAJ Seth Everett, HHC, 35 th CAB
Capt Benjamin Hedley, HQ MOANG	CPT Wesley Dickman, 835 th CSSB
CPT Jeffrey Godfrey, HHC, 35 th CAB	CPT Chase Phillips, JFHQ-MO
CPT Travis Trudgeon, 1107 th AVN Group	CW5 Patrick Muenks, JFHQ-MO
MSgt Michael Hagen, 131 st Bomb Wing	MSgt Jorge Gonzales, HQ MOANG
TSgt Victor Marler, 157 th Air Operations Group	SSG Robert Wilber, RTI-MO
SSG Rita Brumley, HHC, 35 th EN BDE	SSG John Brody, Recruiting & Retention BN
SSG Andrew Diego-Toney, HHC, 1/135 th AHB	SSG Michael Redszus, 2175 th Military Police
SSG Robert Stulce, Recruiting & Retention BN	SGT Cameron Barnett, Recruiting & Retention BN
SGT Shane Bertalott, Recruiting & Retention BN	SGT Clayton Camp, Recruiting & Retention BN
SGT Keith Hurlbut, Company A, 1107 th AVN Group	SGT Corey Mack, Recruiting & Retention BN
SGT Caleb Parkin, Recruiting & Retention BN	SGT Charles Perkins, Recruiting & Retention BN
SGT Lisa Ray (Edwards), 1138 th Military Police	SGT Aaron Salisbury, HHC, 35 th CAB
SGT Curtis Sansom, Recruiting & Retention BN	SGT Trisha Sauriol, Recruiting & Retention BN
SGT Bryan Schlenther, Det 2, 1137 th Military Police	SGT Bryce Simnitt, 1135 th EN Company
SGT Kyle Snellen, 138 th FSC	SGT Phillip Weaver, Company C, 1/106 th AVN Regt
SPC Bethaney Booth, 110 th MEB	SPC Derrick Bryant, HSC, 935 th ASB
SPC Cecelia Cox, HHC, 110 th MEB	SPC Grace Krafcheck, 220 th Trans BN
SPC Taylor Lederer, 220 th Trans BN	SPC Tyler McMahon, HHC, 1140 th EN Bn
SPC Zachary Porter, Company B, 1/376 th AVN Regt	SPC Matthew Wilson, 1141 st EN Company

PROMOTIONS

Col Bryon Newell, 139 th Airlift Wing	COL Levon Cumpston, JFHQ-MO
LTC Michael Brown, JFHQ-MO	CPT Caton Jeffries, 1128 th FSC
CPT Brian Randolph, FSC, 203 rd EN BN	CPT Michelle Smith, HHC, 835 th CSSB
CW4 Adam Kirk, Company A,, 1107 th AVN Group	CW3 Andrea Lawrence, RTS-M
WO1 Keith Carter, HHD, 220 th Trans BN	SGM Heather Javersak, HHC, 35 th EN BDE
SMSgt Jennifer Fanoele, 131 st Bomb Wing	MSG Jeffrey Felton, JFHQ-MO
MSG Derek Morgan, Recruiting & Retention BN	MSG Brett Edwards, Company B, 35 th ID
MSG Dino Galanakis, HHC, 110 th MEB	MSgt Miles Fringer, 131 st Bomb Wing, Det 1
SFC Jason Arthur, 2 nd BN, 140 th REGT	SFC Justin Lawzano, HHC, 835 th CSSB
SFC Charles Cloud, Recruiting & Retention BN	SFC Tina Fountain, HHD, 220 th Trans BN
SFC Brandon Stockwell, Recruiting & Retention BN	SFC Joshua Ferguson, BTRY A 1/129 th FAR
SFC Clark Robinson, 70 th Troop Command	SSG Nathan Nonneman, HHD, 1107 th AVN Group
SSG Juliette Sondano, 1221 th Trans Company (-Det1&2)	SSG Rusty Casey Company C, 935 th ASB
SSG Sean Fairchild, HQ, MEDDET	SSG Thomas Devine, HHC, 35 th CAB
SSG Roland Reed, HHD, 229 th Medical BN	SGT Bethaney Booth, HHC, 110 th MEB
SGT Lauren Hicks, HHD, 175 th Military Police BN	SGT Jarred English, HHC, 35 th CAB
SGT Billie Thompson, HQ, 935 th ASB	SGT Cecelia Cox, HHC, 110 th MEB

SEPARATIONS/RETIREMENTS

MAJ Samuel Forester, JFHQ_MO
MSgt Candice Hamms, 131st Bomb Wing
SFC James Rider, Recruiting & Retention BN
CW5 Michelle Struempf, JFHQ-MO, Command Staff
MSG Jonathan Kibbler, Recruiting & Retention BN
SSG Jeremy McGuire, FSC, 1140th EN BN
MSG Benjamin Swan
SFC William Gifford
SSG James Wix

Maj Joshua Fogle, 157th Air Operations Group
SrA Marina Salazar, 139th Airlift Wing
MSG Dana Relli, Recruiting & Retention BN
SFC Broderick Chaligoj, HHC, 1140th EN BN
MSG Elnora Harris, 140th RTI
SSG David Woods, 1141st EN Company
SGT Daniel Birdsong
SFC Dennis Lawrence

FOR THE ADJUTANT GENERAL:

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

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Ms. Carol Otto, 573-638-9500 ext. 39644
SSG Tracina Harrison, 573 638-9500 ext.37495
(Vacant), 573-638-9500 ext. 39811

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Ms. Leigh Smith, 573-638-9500 ext. 37499
SGT Nicholas Garrard, 573-638-9500 ext. 37494

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AIR

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

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