



MISSOURI NATIONAL GUARD  
HUMAN RESOURCES  
BULLETIN



Volume 02-18 <http://moguard.com/> Mar /Apr 2018

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# HR MAILBOXES

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

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

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

EEO/EO Mailbox Address – [ng.mo.moarng.mbx.jfmo-hre-eeo-and-eeo-concerns@mail.mil](mailto:ng.mo.moarng.mbx.jfmo-hre-eeo-and-eeo-concerns@mail.mil)

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

### 1. ALL PERSONNEL

#### AGR & TECHNICIAN NEW HIRE BRIEFING DATES

<u>Event</u>	<u>Location</u>	<u>Time</u>	<u>Dates</u>
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	04 Apr 2018
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	02 May 2018
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	06 Jun 2018
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	20 Mar 2018
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	03 Apr 2018
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	17 Apr 2018
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	01 May 2018
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	15 May 2018

## MONG Telework Policy

The Missouri National Guard Telework Policy was effective on February 1, 2018. The policy is located on the MOGUARD website; on both the Missouri National Guard HR Policies and Labor Relations windows under the Human Resources tab.

The Policy establishes procedures and provides information on telework for Title 5 and Title 32 employees, technicians, and AGR employees. Any questions concerning the policy may be directed to 2LT Adam Miller, Labor Relations Specialist at [adam.l.miller44.mil@mail.mil](mailto:adam.l.miller44.mil@mail.mil) or (573) 638-9500, ext. 37148.

## Labor Relations

Updates to the Labor Relations window on the MOGUARD website include; The Association of Civilian Technicians (ACT) Show-Me Army Chapter and Show-Me Air Chapter 93 have updated their Officers and Stewards rosters and the Labor Relations Memorandum Examples have been revised to include relevant MSPB appeal information.

MONG Policy Memo 14-18: Civilian Attire and Hygiene Policy has been added to the Title 32 to Title 5 Conversion Information section of the Hot Topics window on the MOGUARD website. This policy outlines an acceptable dress code for state and federal civilian employees of the Missouri National Guard.

POC: 2LT Adam Miller, Labor Relations Specialist, (573) 638-9500 ext. 37148

## 2. *TECHNICIANS (Air & Army)*

### REVISED MISSOURI NATIONAL GUARD MERIT PROMOTION AND PLAN

Missouri National Guard Merit Promotion and Plan has been revised effective 18 February 2018. This plan establishes procedures and provides information on the merit placement program for Title 32 National Guard Excepted Service Dual Status Technicians, Title 5 National Guard Competitive Service employees, and Title 5 National Guard Excepted Service employees in the Missouri National Guard.

This revised plan can be found in the link below and also under Missouri National Guard HR Policies on the Human Resources Office web site.

[http://www.moguard.com/wp-content/uploads/2018/02/MONG\\_MPP\\_18\\_Feb\\_2018.pdf](http://www.moguard.com/wp-content/uploads/2018/02/MONG_MPP_18_Feb_2018.pdf)

### REVISED MISSOURI NATIONAL GUARD RECRUITMENT, RELOCATION AND RETENTION INCENTIVE PLAN

Missouri National Guard Recruitment, Relocation and Retention Incentive (3R) Plan has been revised effective 1 February 2018. The purpose is to establish and implement program policy and procedures; provide guidelines and authorities; and assign program responsibilities for this plan. Recruitment, Relocation and Retention Incentives are used to attract and retain highly trained and qualified National Guard employees, and candidates to support program needs and mission requirements.

This revised plan can be found in the link below and also under Missouri National Guard HR Policies on the Human Resources Office web site.

<http://www.moguard.com/wp-content/uploads/2018/01/Final-MONG-3R-policy-1-Feb-2018.pdf>

## *FERS Pre-Retirement Benefits Overview DCS Briefings*

Learn more about your retirement by going to Army Benefits Center-Civilian (ABC-C) website and attending the Pre-Retirement Benefits Overview DCS Briefings. 2018 Pre-Retirement Benefits Overview DCS Schedules can be found at [www.abc.army.mil](http://www.abc.army.mil). Join ABC-C as they provide a National Guard Pre- Retirement Benefits Overview Briefing. On this website you will find the information on how to view the briefings and the Pre-Retirement Benefits Overview Slides.

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

## *Technician Benefits and Retirements at Army Benefits Center - Civilian (ABC-C)*

The ABC-C provides automated benefits support to our Federal Technicians through the Employee Benefits Information System (EBIS) and trained benefits Specialists.

EBIS is a web application that allows you to access general and personal benefits information and conduct electronic transactions for FEHB, FEGLI and TSP. The system contains comprehensive information and personalized benefits statements.

Benefits Specialists at ABC-C are knowledgeable on FEHB, FEGLI, TSP, Military Deposits and National Guard Retirement issues. You will request retirement estimates and process military deposits through ABC-C. They are available to assist you in completing your benefits transactions in EBIS. You can access EBIS through the ABC-C website at [www.abc.army.mil](http://www.abc.army.mil) or contact a Benefits Specialist at 1-877-276-9287, #3 (National Guard).

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

## *DEADLINE FOR SUBMISSION OF SELECTION PACKAGES AND TEMPORARY APPOINTMENT PACKAGES*

The Human Resources Office is enforcing the policy of submitting selection packages and temporary appointment packages **10 working days** prior to the effective date of the action (start date). Due to the implementation of the Army ATAAPS Program and to assist in proper management of the Air ATAAPS Program, the time line for submitting selection packages and temporary appointments packages has to be adhered. This is to ensure that our office processes and approves personnel actions in a timely manner so that employees and supervisors can input and certify time and attendance in the ATAAPS Program.

## *CONFIRMING EFFECTIVE DATES OF PLACEMENT*

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

## *USA STAFFING SMARTCARD LOGIN*

USA Staffing has incorporated logging with your Smartcard. Users should click on “Sign in with smart card” link. Choose the Email certificate when prompted. When the “Sign In to register your Smart Card” window appears, enter your email address and password and then click on the “Sign In” button.

Please make sure you have a valid account in USA Staffing and that your user id and password log in works so you don't have any issue logging in with your CAC.

**POC: Mrs. Carol Otto (573) 638-9500 ext. 39644**

## *Thrift Savings Plan Announces New Dollar Amount*

The elective deferral limit will increase by \$500 from \$18,000 to \$18,500 in 2018. The increase applies to the combination of both pretax and after-tax “Roth” plans. The limit applies to personal investments and not agency contributions. Regular investments continue year to year unless changed. To take advantage of the higher limit, employees will have to make a new payroll withholding election in 2018.

Catch up contributions are permitted for participants age 50 and older, including those turning 50 during the year. Catch-up contributions are separate from the elective deferral limit and the annual limit imposed on regular employee contributions. The maximum catch up limit will remain unchanged at \$6,000. Additional TSP information can be found at [www.TSP.gov](http://www.TSP.gov).

## *Flexible Spending Account Increases Its Dollar Amount*

The Internal Revenue Service (IRS) has announced an increase of \$50 from \$2,600 to \$2,650 for the annual employee pre-tax contributions allowed under both the Health Care Flexible Spending Account (HCFSA) and Limited Expense Health Flexible Spending Account (LEXFSA). This change does not apply to the annual maximum for Dependent Care Flexible Spending Accounts, which remains at \$5,000. The increase for the HCFSA and LEXFSA is effective for plans beginning on or after January 1, 2018.

Unfortunately, Open Season materials and brochures reflect the current limit of \$2,600 and cannot be updated. If there are any question, the updated limits are currently posted on the website, [www.FSAFEDS.com](http://www.FSAFEDS.com).

**POC: Contact the remote designee at your location or contact or SMSgt Steven Cebuhar at (573) 638-9500 ext. 37497.**

## *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: SPC Caitlin Tiemann (573) 638-9500 ext. 37498**

## *Guidance for Making Military Deposits*

NGB has directed Army Benefits Center (ABC-C) to work with our technicians and NG Title 5 employees to make military deposits. Employees will need to visit [www.abc.army.mil](http://www.abc.army.mil) or contact ABC-C at 1-877-276-9287, option 3 for National Guard Technicians, to request guidance and information in making all military deposits. It will be the employee's individual responsibility to ensure that each step of the process is completed. It is imperative that the employee follow through with all the guidance ABC-C provides to insure creditable service for retirement purposes is completed correctly and in a timely manner. HR will work the military deposits that are already in progress only.

The importance of making military deposit has not changed, all technicians should consider making them. As stressed in New Hire Orientation, briefings for Absent-US, Return to Duty and Retirement, all technicians are highly encouraged to make military deposits. This is a very important process for your career and insuring that you are eligible for retirement from the technician program.

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

## *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 [leigh.a.smith62.civ@mail.mil](mailto:leigh.a.smith62.civ@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.**

## *Federal Technician Military Leave Information*

With the start of the new fiscal year below is a reminder on the use of military leave. Based on the National Defense Authorization Act (NDAA) 2017, 23 December 2016; all Missouri Air and Army National Guard Federal Technicians currently serving on (a) Title 32 Full-time National Guard Duty (FTNGD) as an Active Guard Reserve (AGR) member, (b) One Time Occasional Tour (OTOT), or (c) Active Duty Operational Support (ADOS) tours, for a period of 180 consecutive days or more, are not eligible to use Federal Technician Military Leave.

Federal Technicians in Absent-US status during extended military orders will continue to accrue 120 hours of military leave each year, and carry over up to a maximum of 240 hours, and will be able to use accrued military leave after invoking USERRA restoration rights and returning to a Federal Technician employment status.

Please note that current AGR members who are placed on a Title 10 Deployment order are eligible to use their military leave once that order starts and only while on that order. Notification of your change in status must be sent to Employee Benefits before your military leave can be processed.

**POC: SMSgt Steven Cebuhar (573) 638-9500, ext. 37497**

### **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**

### **Title 5 National Guard Employees Employees' Compensation Operations & Management Portal (ECOMP)**

Attention newly converted Title 5 National Guard employees. If you have a work related injury you will still file your claim in Employees' Compensation Operations & Management Portal (ECOMP) as you would have before. The only difference is that there is now an option for Title 5 Army and Air Force employees to select when they register their new claim. Please be sure you register correctly so that claims are not lost.

**POC: Ms. Leigh Ann Smith 573-638-9500 ext. 37499, [leigh.a.smith62.civ@mail.mil](mailto:leigh.a.smith62.civ@mail.mil)**



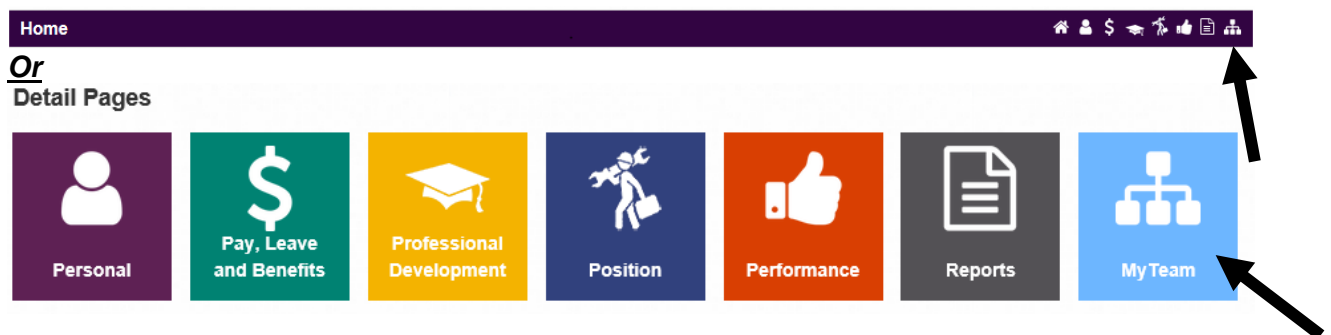
## THRIFT SAVING PLAN MONTHLY RETURNS

Month	L Income	L 2020	L 2030	L 2040	L 2050	G Fund	F Fund	C Fund	S Fund	I Fund
2017										
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%
Aug	0.22%	0.21%	0.19%	0.17%	0.15%	0.19%	0.91%	0.30%	(0.41%)	(0.03%)
Sep	0.60%	1.02%	1.60%	1.87%	2.14%	0.17%	(0.48%)	2.06%	4.26%	2.52%
Oct	0.54%	0.83%	1.27%	1.46%	1.63%	0.19%	0.07%	2.33%	1.41%	1.54%
Nov	0.62%	0.99%	1.55%	1.80%	2.03%	0.19%	(0.11%)	3.07%	2.90%	1.06%
Dec	0.41%	0.57%	0.81%	0.92%	1.00%	0.20%	0.48%	1.11%	0.47%	1.60%
2018										
Jan	1.10%	1.84%	3.12%	3.66%	4.15%	0.20%	(1.14%)	5.72%	3.34%	5.00%
Feb	(0.70%)	(1.34%)	(2.48%)	(2.98%)	(3.41%)	0.21%	(0.96%)	(3.69%)	(3.79%)	(5.07%)
YTD	0.40%	0.47%	0.56%	0.57%	0.59%	0.41%	(2.09%)	1.82%	(0.58%)	(0.32%)
Last 12 mo	5.15%	7.77%	11.31%	12.93%	14.41%	2.35%	0.70%	17.08%	12.31%	19.77%

Percentages in ( ) are negative.

## Supervisors of Technicians - Check out MyTeam

When you login to MyBiz+ you are encouraged to review your MyTeam.



Verify/validate you see the employees you supervise. Technicians have to be linked to supervisor in order to input Performance Appraisals. If not accurate select Update My Team link

Employee Supervisor Organization  
MOARNG FULL TIME SUPPORT

Home / My Team

Update My Supervisor / Update My Team  
Diagram

Navigation  
Back to Start Hide/Show

Supervisor (your) Name, Organization, Position, Grade and Location

Employee's Name, Organization, Position, Grade and Location

Employee's Name, Organization, Position, Grade and Location

Employee Details

Recruit/Fill Actions Suspenses/Pending Actions

Personal Export to Excel

View	Name	Position Type	Hire Date	Appointment Type	Type of Employment	Email Address
		APPR	30-Nov-2003	Excepted - Career	Full Time Employee In Pay Status	steven.j.cebuhar.mil@mail.mil
		APPR	20-Jun-2010	Excepted - Career	Employee in Absent - Uniformed Service Status	caton.d.jeffries.mil@mail.mil

Select a Technician and see the ten categories and expand each category

MyTeam / Personal

Expand an additional section on page

- ▶ Personal Information
- ▶ Personal Data History
- ▶ Contact Information
- ▶ Appointment Information
- ▶ Retained Grade Details
- ▶ Language Information
- ▶ Veteran Information
- ▶ Service Computation Date Information
- ▶ National Guard Information
- ▶ SF50 Personnel Actions

**Or**

Select one of the ten categories of information and see that category of information on all your employees as shown below.

- Personal
- Position
- Salary
- Awards
- Bonuses
- Performance
- Personnel Actions
- Professional Development
- Leave Balances
- Reports

Leave Balances

View	Name	Pay Period Ending	Annual Leave Forfeit (Use or Lose)	Annual Leave	Sick Leave	Time Off	Credit Hours	Comp Time	LWOP Used	Disabled Veteran Leave	Military Leave
➔		17-Feb-2018	0	19.00	16.00	0	0	0	0	0	208.00
➔		17-Feb-2018	0	2.00	181.00	0	0	0	240.00	0	120.00

**MyBiz+ POC: SGT Nicholas Garrard, Human Resources Specialist, (573) 638-9500 Ext 37917, [nicholas.s.garrard.mil@mail.mil](mailto:nicholas.s.garrard.mil@mail.mil) or Ms Elaine Lock, Human Resources Specialist, (573) 638-9500 Ext 39690, [elaine.c.lock.civ@mail.mil](mailto:elaine.c.lock.civ@mail.mil).**

## *MyBiz+ User Guides*

My Biz+ User Guide and MyBiz+ for Managers and Supervisors User Guide can be found on the Human Resources website at

<http://www.ftmeade.army.mil/support/cpac/pdfs/MyBiz%202015.pdf>

Should you have questions in accessing or navigating in MyBiz+ POC: **Ms. Elaine Lock, Human Resource Specialist, (573) 638-9500 Ext 39690, [elaine.c.lock.civ@mail.mil](mailto:elaine.c.lock.civ@mail.mil) SGT Nicholas Garrard, Human Resources Specialist, (573) 638-9500 Ext 37493, [nicholas.s.garrard.mil@mail.mil](mailto:nicholas.s.garrard.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: SGT Nicholas Garrad, Human Resources Specialist, (573) 638-9500 ext 37493, [nicholas.s.garrard.mil@mail.mil](mailto:nicholas.s.garrard.mil@mail.mil) or Ms Elaine Lock, Human Resources Specialist, (573) 638-9500 ext 39690, [elaine.c.lock.civ@mail.mil](mailto:elaine.c.lock.civ@mail.mil).**

**Position Hierarchy Linking POC: SGT Amelia Cruz, Human Resources Specialist, (573) 638-9500 ext 39670, [amelia.g.cruz.mil@mail.mil](mailto:amelia.g.cruz.mil@mail.mil) or Mrs. Paula Prosser, Human Resources Specialist, (573) 638-9500 ext 39689, [paula.l.prosser.civl@mail.mil](mailto:paula.l.prosser.civl@mail.mil)**

## *TECHNICIAN SERVICE AWARDS*

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

COLE M	ADAMS	10	131 MAI SQ
SHANNON P	ADRIAN	10	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
JON D	BARRY	10	139 LGR SQ
BLAKE L	BRADFORD	10	FMS 13 - MO - FIELD MAINTENANCE SHOP
ALLEENA M	BURKE	10	131 CMN FT
RUSSELL T	HAGAR	10	AAFA - MO - ARMY AVIATION FLIGHT ACTIVITY
LORI A	KAMPETER	10	MOARNG FULL TIME SUPPORT - G1 (DEPUTY CHIEF OF STAFF - PERS)
SETH D	LINDSEY	10	239 CCS SQ
MARK D	MOCK	10	131 OSS FT

ANDREW J	OTTINGER	10	AASF(FLW) - MO - ARMY AVIATION SUPPORT FACILITY
MATTHEW T	PETTIBON	10	FMS 15 - MO - FIELD MAINTENANCE SHOP
CHASEDY L	ROBINSON	10	DET 1 1136 MP CO -
JACOB D	CARTER	15	ARMY AVIATION SUPPORT FACILITY -
DARIN E	CONNELL	15	FMS 8 - MO - FIELD MAINTENANCE SHOP
BRIAN R	JANSEN	15	139 CEG SQ
NANCY J	MCCLURE	15	JOINT FORCE HQ - MO - DIRECTOR OF LOGISTICS SPT OFC
PATRICK J	MCDONALD	15	AASF(FLW) - MO - ARMY AVIATION SUPPORT FACILITY
EDWARD E	PULLIAM	15	FMS 8 - MO - FIELD MAINTENANCE SHOP
JARRET S	STRUEMPH	15	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
JASON V	WALLACE	15	FMS 4 - MO - FIELD MAINTENANCE SHOP
KENNETH J	CARDER	20	JOINT FORCE HQ - MO - DIRECTOR OF LOGISTICS SPT OFC
JASON O	ENGELBRECHT	20	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
SCOTT D	HILL	20	FMS 11 - MO - FIELD MAINTENANCE SHOP
RAYMOND L	MUNGER, JR	20	139 CMN FT
GARY A	WEAR	20	FMS 8 - MO - FIELD MAINTENANCE SHOP
ROBERT C	YEAGER	20	FMS 8 - MO - FIELD MAINTENANCE SHOP
VAUGHN L	BROWN	25	HHD, 1107 TASMG - TASMG SHOP
JERRY L	HENDERSON	25	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
BARBARA A	STIEFERMAN	25	MOARNG FULL TIME SUPPORT - USPFO PAY & EXAM BR
RHYS L	WILSON	25	139 LGR SQ
JOHN E	BIGHAM	30	139 AMX SQ
WILLIAM V	BOOTHMAN	30	157 AOPS GP
CHARLES L	CALL	30	AASF (FLW) - MO - AASF - OPRNS & TRNG
STEVEN L	CRENSHAW	30	139 MAI SQ
LUCY K	SCHULTE	30	MOARNG FULL TIME SUPPORT - SURFACE MAINTENANCE OFC

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

#### *Active Guard Reserves (AGR) Permanent Change of Station (PCS)*

**\*\*Only Soldiers who are being reassigned from their home of record to a new duty station outside of 55 miles or more are entitled to PCS funding. Soldiers cannot move prior to issuance of PCS orders. Funding must be approved by NGB prior to AGR Branch issuing PCS orders. All Soldiers must register in move.mil. prior to moving their HHGs and to receive reimbursement. Soldiers are only authorized a maximum weight allowance by pay grade anything exceeding that limit is the Soldiers responsibility. Please also note that if Soldiers elect to move prior to issuance of PCS orders they may or may not be reimbursed for their move. For Soldiers who have extenuating circumstances and may need to move prior to orders being issued they must contact the Human Resources Office for exception to policy procedures. Soldiers must submit all PCS documents to the Human Resources Office - AGR Branch for processing. If Soldiers have any questions regarding PCS moves please contact AGR Branch.\*\***

**POC: MSG Shanon Johnson, NCOIC AGR Branch, (573) 638-9500 Ext: 39654  
SFC Cynthia Schillers, (573) 638-9500 Ext: 37490  
SSG Aaron Williamson, (573) 638-9500 Ext: 39757**

## **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 13 February, 12 June and 9 October 2017.**

**POC: MSG Shanon Johnson, NCOIC AGR Branch, (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:**



# Fort Leavenworth Adjutant General Pre-Retirement Briefing Dates



<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
28 February 2018	0800-1200 hours	Resiliency Center
24 April 2018	0800-1200 hours	Resiliency Center
22 June 2018	0800-1200 hours	Resiliency Center
30 August 2018	0800-1200 hours	Resiliency Center
23 October 2018	0800-1200 hours	Resiliency Center
18 December 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](mailto:usarmy.leavenworth.imcom.mbx.retirements@mail.mil)

## *Retirement Services Office (RSO)*

Retirement Services Office is able to pay travel pay to those Spouses traveling with their Soldier to Retirement Briefing. If they are interested in receiving the funding they need to contact Debra Havens at (573) 638-9500 ext. 37011 or [debra.l.havens.civ@mail](mailto:debra.l.havens.civ@mail) or John Lewis at (573) 638-9500 ext. 39648 or [john.r.lewis2.civ@mail](mailto:john.r.lewis2.civ@mail)

# AGR PERSONNEL ACTIONS

## NEW HIRES

Maj Whitten, Lee, 157 <sup>th</sup> AGO	CW5 Brower, Charles, 1107 <sup>th</sup> AVN Grp
1LT Swyers, Jonathan, HQ 220 <sup>th</sup> Trans	SSgt Rasmussen, Jarrett, 131 <sup>st</sup> Bomb Wing
SrA Cox, Johnny, 131 <sup>st</sup> Bomb Wing	2LT Ford, David, RTI-Springfield
WO1 Herrell, Kathleen, DOIM	SSG Newton, Brian, HSC, 935 <sup>th</sup> ASB
SSG Tomlin, Jeri, R & R BN	SSG Visocsky, Eric, R & R BN
SSG Williams, Charles, RTI-Cape Girardeau	SGT Bortner, Stephen, 1107 <sup>th</sup> AVN Grp
SGT Murphy, Keith, Co A, 1107 <sup>th</sup> AVN Grp	SGT Caruso, Rebecca, B CO, 1/138 <sup>th</sup> INF Regt
SGT Canfield, Thomas, RTI- Jefferson Barracks	SPC Sims, Cale 1/138 <sup>th</sup> IN Regt
SPC Acree, Robert, 1438 <sup>th</sup> ENGR Co	SPC Smith, Nicholas, HHC, 1/138 <sup>th</sup> IN Regt

## PROMOTIONS

MAJ James, Anthony, 1/135 <sup>th</sup> AVN BN	MAJ Ortiz, Salvador III, 7 <sup>th</sup> CST (WMD)
MSgt Stoverink, Mark, 131 <sup>st</sup> Bomb Wing	SFC Takach, Matthew, 1139 <sup>th</sup> MP Co
SGM Kirkpatrick, Brian, HHC 1/138 <sup>th</sup> IN Regt	MSG Ross, Curtis, HHC 35 <sup>th</sup> CAB
SFC Lee, Brian, 220 <sup>th</sup> Trans	SFC Falter, Kenneth, G1, JFHQ-MO
SSG Ramsey, Justin, G1, JFHQ-MO	SSG Fine, Andrew, HHC, 1/138 <sup>th</sup> IN Regt
SSG Swint, Clint, 1137 <sup>th</sup> MP Co	SGT Bryant, Derrick, HSC, 935 <sup>th</sup> ASB
SGT Smith, Nicholas, HHC, 1/138 <sup>th</sup> IN Regt	

## SEPARATIONS/ RETIREMENTS

Col Jurries, Michael, 131 <sup>st</sup> Bomb Wing	Lt Col Dunfee, Michael, 131 <sup>st</sup> Bomb Wing
Maj. Klotz, Michael, 131 <sup>st</sup> Bomb Wing	SGM Graves, Brian, HHC, 110 <sup>th</sup> MEB
MSgt Kuhl, Jennifer, 131 <sup>st</sup> Bomb Wing	SFC Riley, William
MSG, St George, Mary, MED DET	SFC Buehler, Westey
MSgt Mills, Kerry, 139 <sup>th</sup> Airlift Wing	TSgt Leavitt, Courtney, 131 <sup>st</sup> Bomb Wing
SFC Berendzen, Kimberly	SFC Hicks, Larry
SSG Derickson, Donald	SSG Taylor, Kelly
SGT Machonis, Michelle	SPC Hathcock, Timothy

FOR THE ADJUTANT GENERAL:

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



## HUMAN RESOURCES STAFF

LTC Rodney Ginter, Director of Human Resources, 573-638-9500 ext. 39642  
(Vacant), 573-638-9500 ext. 37743

### EQUAL EMPLOYMENT OPPORTUNITY

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

### OCCUPATIONAL HEALTH

(Vacant), 573-638-9500 ext. 39743  
SPC Rebecca Birdsong, 573-638-9500 ext. 37742

## FTUS PERSONNEL MANAGEMENT

Lt Col William Miller, Deputy Director of Human Resources, 573-638-9500 ext. 39600

### LABOR MANAGEMENT RELATIONS

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### HUMAN RESOURCES DEVELOPMENT SPECIALIST

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### DATA MANAGEMENT

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SGT Nicholas Garrard, 573-638-9500 ext. 37493  
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Mr. Dave Cavalcanto, 573-638-9500 ext. 39524

## TECHNICIAN BRANCH

### POSITION CLASSIFICATION

Mrs. Paula Prosser, 573-638-9500 ext. 39689  
SGT Amelia Cruz, 573-638-9500 ext. 39670  
(Vacant), 573-638-9500 ext. 39520

### STAFFING

Ms. Carol Otto, 573-638-9500 ext. 39644  
SSG Tracina Harrison, 573 638-9500 ext.37495  
SGT Natalie Soto Cortes, 573-638-9500 ext. 39811

### EMPLOYEE BENEFITS

Ms. Gayla Propst, 573-638-9500 ext. 39892  
SMSgt Steven Cebuhar, 573-638-9500 ext. 37497  
SPC Caitlin Tiemann, 573-638-9500 ext. 37494  
Ms. Leigh Smith, 573-638-9500 ext. 37499

## 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  
SPC Johnson, 573-638-9500 ext. 39674

### TOURS MANAGEMENT

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