# TABLE OF CONTENTS

## ALL PERSONNEL:

AGR & TECHNICIAN NEW HIRE BRIEFING DATES ... Pg. 1  
UPDATES TO THE MO GUARD TELEWORK POLICY... Pg. 1

## TECHNICIAN:

LIFE CYCLE OF REQUESTS FOR FILL ... Pg. 2-4  
TSP CONTRIBUTION LIMITS FOR 2019 ... Pg. 5 & 6  
PERFORMANCE APPRAISAL CHANGES ... Pg. 6-8  
RESTORATION OF USE OR LOSE ANNUAL LEAVE ... Pg. 8 & 9  
READY TO RETIRE? ... Pg. 9-12  
TIME TO REVIEW YOUR CIVILIAN PERSONNEL RECORD ... Pg. 13-16  
DEADLINE FOR SUBMISSION OF SELECTION PACKAGES AND TEMPORARY APPT. PACKAGES ... Pg. 17  
CONFIRMING EFFECTIVE DATES OF PLACEMENT ... Pg. 17  
REVISED STATEMENTS OF UNDERSTANDING DOCUMENTS ... Pg. 17  
REVISED EMPLOYMENT DOCUMENTATION TO COMPLETE SELECTION PACKAGES ... Pg. 18  
REVISED DUAL STATUS NATIONAL GUARD TEMPORARY EMPLOYMENT LETTER OF INSTRUCTION ... Pg. 18  
REFERRAL PROCESS FOR TITLES 5 POSITIONS ... Pg. 19 & 20  
SERVICE AWARDS ... Pg. 21

## AGR:

AGR PERMANENT CHANGE OF STATION (PCS) ... Pg. 22  
ARMY AGR RETIREMENT BRIEFINGS ... Pg. 22 & 23  
TRICARE PRIM REMOTE ELIGIBILITY AND ENROLLEMENT ... Pg. 23-25  
AGR LEAVE ... Pg. 25  
AGR ORDERS CHANGE ... Pg. 26  
AGR JOB APPLICATION SUBMISSION CHANGE ... Pg. 26  
REQUESTING LESs ... Pg. 27  
ARMY AGR SF52 TEMPLATES ... Pg. 27  
ARMY AGR NEW HIRES ... Pg. 28  
ARMY AGR PROMOTIONS ... Pg. 28  
ARMY AGR SEPARATIONS/RETIREMENTS ... Pg. 28  
AIR AGR NEW HIRES ... Pg. 29  
AIR AGR PROMOTIONS ... Pg. 29  
AIR AGR SEPARATIONS/RETIREMENTS ... Pg. 29  
HUMAN RESOURCES STAFF... Pg. 30 & 31
ALL PERSONNEL:

AGR & TECHNICIAN NEW HIRE BRIEFING DATES

All briefings will be held in Conference Room A (Room H 116B), ISTS, 2302 Militia Drive, Jefferson City, MO 65101.

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UPDATES TO THE MO GUARD TELEWORK POLICY:

The telework training will now be completed through the U.S. Office of Personnel Management at: https://www.telework.gov/ for both the employee and the supervisor. The respective courses are: Essentials of Telework, Skills and Processes, Telework-Related Topics, Course Review, and Roadmap to Telework Success Quiz. To get to these courses:

1.) Click on Training + Resources tab at the top right of the page.
2.) Under the Telework Training column, click on Virtual Telework Fundamentals Training Courses.
3.) Click on Telework Fundamentals – Employee Training (for employees), or Telework Fundamentals – Manager Training (for supervisors).
4.) The next page that comes up, contains the list of all the required lessons that must be completed before submitting the DD Form 2946.

(It is required to have all certificates for each lesson to show completion of the teleworking course).

Visit the Missouri National Guard webpage: (http://www.moguard.com/human-resources/missouri-national-guard-technician-regulations/) to see all the changes made. For more information, or questions concerning the Missouri National Guard Telework Policy, contact Human Resources Deputy Director William Miller at (573) 638-9500, ext. 39600.
LIFE CYCLE OF REQUESTS FOR FILL:

We receive daily calls asking when a job will post. If we could gain magical powers and post them in a day, we definitely would. Your needs are definitely our top priority. However, the process to put a job on the street is complicated and time consuming, and is compounded by our responsibility to complete other actions. Let’s take a look at the life cycle of an SF52, Request for Fill.

Submission: There are currently two ways for units to submit packets. Those directorates with trusted agents are able to input their requests directly into DCPDS. Our goal is to eventually train all commands and directorates to use this approach. Those without access submit their packet through email (due to the SAFE system being inoperable), to Mr. Nick Garrard nicholas.s.garrard.civ@mail.mil and Mrs. Danielle danielle.l.calvin.civ@mail.mil.

They log every SF52 action coming into HR and enter all data from manually submitted requests into DCPDS. This averages around 160 per week (includes all actions, but not limited to: awards, reassignments, promotions, requests for fills, Absent US, return to duties, temp appointments.) All technician actions route in the system to Mr. Miller, who touches, reads and approves/disapproves each action. Next, the action populates in the classification inbox. AGR SF52s route manually to Classification.

Classification: Classification reviews all requests to determine the routing for the action. Organizational charts are updated, the manning document is updated, remarks in DCPDS are updated and the position file is reviewed for accuracy. Appointments, temp promotions and request for fills require a new position to be built. Classification forwards the technician action to the appropriate DCPDS mailbox, and AGR actions to Mr. Ginter for command group concurrence. Once approved, AGR actions move to AGR Branch for publishing.
Budget: A majority of technician packets are forwarded to Mr. Dave Cavalcanto in Budget. He validates all pay information for requests for fill and appointments. Other actions (i.e., Awards, Absent US, RTDs) are routed directly to either staffing or employee relations.

Staffing: Staffing is the time consuming piece for request for fills and temp appointments. Mrs. Carol Otto and her team announced over 500 positions so far this calendar year. They spend hours on each request to prepare it for posting in USA jobs. Each announcement is built individually and tailored to the specific unit requests on the SF52. In some cases, template is available from a previous posting, but usually a job is built from scratch. Once built the job is posted in the USA jobs. This also can be time consuming, and is dependent on the system.

In addition to the request for fills, staffing is an integral part in all other actions processed through the office, as well as being on the receiving end of all applications. All applicant files and resumes are reviewed for compliance for each job announcement, and are manually graded against a published standard. Once the pool of qualified applicants are determined, selection certificates and applicant packets are forwarded to the selecting supervisor. Once selections are made, staffing works to bring the person on board.

What slows down the process?
Cancellations, changes, amendments and incomplete packets, slows the process considerably; which in turn slows down all other actions in the queue. Temp appointments require research to ensure the person is qualified for the position and to determine eligibility based on previous technician time.

Can the process be improved?
We contemplate this question daily. We increased our staff; however, this involves an upfront investment of spending valuable time training new employees. The payoff will be seen in the future. In the meantime, in order to improve our efficiencies, we ask for patience. In this world of technology, instant gratification is typically expected. However, this is not possible in Human Resources. Technology limits slows our processes, but it is inevitable.
The human eye is required to do the analysis and back work before the action can be put into the digital system. There is no copy and paste or a magic push of the button. Also, please keep in mind actions are prioritized, and typically actions affecting pay for on-board personnel are higher than a request for fill.

**Guidelines for perfect conditions:**

1.) Request for Fills – 3 weeks prior to proposed announcement date.
2.) Temporary Technician Appointments – Must be received 3 weeks before the effective date.
3.) Absent US – Submit 2 weeks prior to the requested AUS date. **Must have published orders and Absent US checklist. Late submissions affect benefits and pay.**
4.) Return to Duty – Submit 2 weeks prior to RTD date. **Must have RTD checklist and DD-214. Late submissions affect benefits and pay.**
5.) Terminations, Resignations, and Retirements – Submit immediately upon notification from employee. **Must have employee’s statement and signature.**
6.) Change to Lower Grade – 2 weeks prior to action or NTE date of temp promotion.
7.) Temp Tech Extensions – 2 weeks prior to expiration.

**Who do I contact if I have a question?**

AGR Personnel Actions: **MSG Shanon Johnson**

Position Descriptions: **Mrs. Theresa Wagner and Ms. Amelia Cruz**

Supervisor Linking (Submit in MyBiz): **Mrs. Theresa Wagner and Ms. Amelia Cruz**

Organizational Chart Updates: **Mrs. Theresa Wagner and Ms. Amelia Cruz**

Job Postings: **Mrs. Carol Otto and Mrs. Tracina Harrison**

Veteran’s Preference: **Mrs. Carol Otto and Mrs. Tracina Harrison**

Certificates and Selections: **Mrs. Carol Otto, Mrs. Tracina Harrison, and Mrs. Natalie Soto**

Application Assistance: **Ms. Nancy Browne and Mrs. Natalie Soto**

Benefits and Insurance: **Mrs. Leigh Ann Smith**

Awards: **Mrs. Leigh Ann Smith**

Retirement: **Mrs. Gayla Propst**

Pay: **Mrs. Sheri Koch (USPFO)**

Appraisal System Issues and USA Jobs Systems Issues: **Mrs. Elaine Lock**
**TSP CONTRIBUTION LIMITS FOR 2019:**

The Internal Revenue Code (IRC) places limits on the dollar amount of contributions you can make to the TSP. The Internal Revenue Service (IRS) calculates them every year and they can change annually. The TSP announces the limits on the TSP website and the Thrift Line as well as through its various publications when the limits become available.

Applies to combined total of traditional and Roth contributions. For members of the uniformed services, it includes all traditional and Roth contributions from taxable basic pay, incentive pay, special pay, and bonus pay, but does not apply to traditional contributions made from tax-exempt pay earned in a combat zone.

An additional limit imposed on the total amount of all contributions made on behalf of an employee in a calendar year. This limit is per employer and includes employee contributions (tax-deferred, after-tax, and tax-exempt), Agency/Service Automatic (1%) Contributions, and Matching Contributions. For 415(c) purposes, working for multiple Federal agencies or services in the same year is considered having one employer.

The maximum amount of catch-up contributions that can be contributed in a given year by participants age 50 and older. It is separate from the elective deferral and annual addition limit imposed on regular employee contributions.

If you are a member of the uniformed services, you should know that Roth contributions are subject to the elective deferral limit ($19,000 for 2019) even if they are contributed from tax-exempt pay. If you want to contribute tax-exempt pay toward the annual additions limit, you will have to elect traditional contributions for any amount over the elective deferral limit.

In addition, if you are eligible to make catch-up contributions and you are deployed to a designated combat zone, you will now be able to make any traditional catch-up contributions from your tax-exempt pay. However, Roth catch-up contributions from tax-exempt pay are allowed.
If you are a member of the Ready Reserve and you are contributing to both a uniformed services and a civilian TSP account the elective deferral and catch-up contributions limits apply to the total amount of employee contributions you make in a calendar year to both accounts.

If you are called to active duty and make tax-exempt contributions to the TSP while deployed in a designated combat zone, the sum of the employee and agency contributions to your civilian account as well as the tax-exempt contributions made to your uniformed services account cannot exceed the annual addition limit.

CAUTION: Don’t miss out on the matching TSP contributions: If you are a FERS participant and your contributions reach the IRS elective deferral limit before the last pay date of the year, you will not receive all of the matching contributions to which you would otherwise be entitled. Use the calculator, (How much can I contribute?), to ensure that you Do not leave any money on the table.

POC: Mrs. Gayla Propst, Human Resources Specialist (Benefits) Supervisor at gayla.a.propst.civ@mail.mil or Mrs. Leigh Ann Smith, Human Resource Specialist at leigh.a.smith2@mail.mil.

PERFORMANCE APPRAISAL CHANGES:

All supervisors of Federal Technicians and Federal Technicians NGB/DoD Directive to implement changes to the Performance Appraisal Program.


The new directives changed three ground rules:

1.) The performance rating period changes from 1 April to 31 March.
2.) The performance appraisal ratings change from 5 tier to 3 tier.
3.) At the MyPerformance main page, creating a plan of “DoD Performance Management Appraisal Program.”
All supervisors should currently have a new performance plan in place for all employees, except for those employees who are exempt, for the rating period of 1 October 2018 to 30 September 2019. Due to this directive, the transition requires that supervisors complete a performance appraisal for rating period of 1 October 2018 to 31 March 2019. The rating period will be for a shorter period of time and require an early closeout performance appraisal. This will be the last of performance appraisal for employees under the 5 tier appraisal system in MYBiz+, excluding those who are considered an exception.

Exceptions are:

A.) Appraisals for this rating period have to be for at least 120 day period of service. If not, complete performance appraisals at the end of that 120 day period.

B.) For a permanent employee that is currently on a probationary period, do not complete a performance appraisal. Newly hired employees must be on board for 1 full year before a performance appraisal is completed. That employee will complete the 1 year probationary period under their current 5 tier performance plan. Once their 1 year appraisal is completed, then immediately complete performance plan for next rating period implementing the 3 tier appraisal program. Temporary employees do not receive a performance plan or performance appraisal.

Go to MyBiz+ at https://compo.dcpds.cpms.osd.mil/ to complete the final 5 tier performance appraisal for employees using the current ratings of:

5-Outstanding, 4-Excellent, 3-Fully Successful, 2-Marginal, 1-Unacceptable.
As of 1 April 2019, the new 3 tier performance management rating period of 1 April 2019 to 31 March 2020 will be implemented, with the exception of those employees who are exempt. Complete the new annual performance plan for rating period 1 April 2019 to 31 March 2020. The new 3 tier performance management plan consists of the following performance ratings: 5-Outstanding, 3-Fully Successful, 1-Unacceptable. Current exempted employees should transition after probationary period is complete.


Point of contact for Performance Management: Mrs. Leigh Ann Smith, Human Resources Specialist, (573) 638-9500 ext. 37499 or Mrs. Gayla Propst, Human Resources Specialist (Benefits) Supervisor, ext. 39892. Point of contact for accessing MyBiz+: Mr. Nick Garrard, Human Resource Specialist, (573) 638-9500 ext. 37493 or Mrs. Elaine Lock, Human Resource Specialist (Systems) Supervisor, ext. 39690.

**RESTORATION OF USER OR LOSE ANNUAL LEAVE:**

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 (5 January 2019). The legal and regulatory rules require all “use or lose” annual leave to be scheduled in ATTAPS before the start of the third biweekly pay period to the end of the leave year. This must be accomplished on or before 24 November 2018. 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:

1.) The employee must request restoration of annual leave in writing to HR.
2.) Must have full justification that led to the loss of leave, and must be endorsed by the supervisor.
3.) Employees must attach all supporting documentation (copy of denied ATAAPS or medical documentation).

All documents must be received in HR by COB 11 January 2019. If approved by the Human Resource Office the “use or lose” annual leave will be restored after the first pay period in January 2019.

POC: Mrs. Gayla Propst at gayla.a.propst.civ@mail.mil or Mrs. Leigh Ann Smith at leigh.a.smith2@mail.mil, or the remote designee at your location.

READY TO RETIRE?

Here is What You Need to Do First:

If you are planning to transition into retirement, there are some important steps to follow to make sure the process goes smoothly.

To retire under the Civil Service Retirement System or the Federal Employees Retirement System, you must be old enough and have enough creditable service to earn a federal retirement benefit. Whether you plan to continue to work after leaving federal service or fully retire, here is a to-do list to get you started.
1.) Request Retirement Estimate.
   a. If you have submitted an SF52 for retirement or are being non-retained in the military within the next 12 months, your Human Resource Office can prepare an estimate for you.
   b. If you do not meet one of the two requirements, you must contact Army Benefits Center – Civilian (ABC-C) to request a retirement estimate at www.abc.army.mil or call 1-877-276-9287. ABC-C will provide a retirement estimate to you, upon your request, at least one per year if you are within 5 years of retirement.

2.) Check Your Service History.
   a. This step can (and should) be done early in your career, but be certain to complete it before you file your retirement application. This is especially true if you’ve worked for other federal agencies or have served on active duty in the military. It is important to be sure your agency has maintained a clear and complete record of your service so you get an accurate retirement benefit. This is the time to make sure all your required documents are in your Electronic Official Personnel File (eOPF).
   b. The service computation date on your leave and earnings statement is computed for leave and earnings, not retirement. To make sure your federal service history is complete, request a retirement estimate from ABC-C. Review it carefully to be sure it includes a summary of your federal service. If it does not, then review your (eOPF) to verify that it includes the beginning and ending dates of every period of your creditable federal service. To access your (eOPF) go to http://www.moguard.com/wp-content/uploads/2017/09/Search-View-Print-Save-Docs-Using-My-eOPF-2015-06-17.pdf.

3.) Make Sure You Have Duplicate Copies of Key Forms.
   a.) Throughout your career, personnel actions have been processed in your record. They are also filed in your eOPF. It pays to keep a copy of these forms in your possession. If something should turn up missing, you will then be able to produce your own copy.
4.) Consider Service Credit Deposits.
   a.) You may have the option to pay a service credit deposit to either receive credit for service or to avoid a permanent reduction in your retirement benefit. All deposits have to be paid in full 120 days prior to retirement. There are three types of service credit deposits:
      1.) Deposits to CSRS or FERS for civilian service that was not covered by retirement deductions. This is called non-deduction service.
      2.) Redeposits of refunded CSRS contributions.
      3.) Deposits for post-1956 military service.
   b.) You must provide copies of any and all paid deposits and paid redeposits paid in full receipts to your Human Resource Office.

5.) Ask Questions.
   a.) Your retirement estimate is just that – an educated guess. Only the Office of Personnel Management can make it official. If something does not look right, ask why. The better you understand the benefits you are entitled to, the easier it is to ask questions that may uncover a potential delay-causing problem. You should go to www.opm.gov or www.abc.army.mil to research your retirement benefits.

6.) Keep Copies of Divorce Records.
   a.) If you have a former spouse who was awarded part of your retirement or survivor benefits, keep a copy of your divorce decree or court order. If you do not understand the value of the benefit payable to your former spouse, contact your attorney for an explanation. A copy of your divorce decree must be submitted to the Office of Personnel Management when submitting your retirement application.

7.) Make Sure You Are Eligible to Maintain Your Health Insurance and Life Insurance Coverage.
   a.) Federal Employees Health Benefits and Federal Employees Group Life Insurance are valuable benefits to carry into retirement. Review the rules to maintain FEHB and FEGLI as a federal retiree. There is a “five-year” test that must be met in order to keep these benefits.
b.) Submit your retirement Standard Form (SF) 52 through your supervisor to the Human Resource Office at least 30 days if not earlier before your planned retirement date. The Army Benefits Center request your retirement application at least 6 months prior to your retirement effective date. This advance planning allows the agency to begin to put your retirement package together and allows time to direct you on mandatory required documents necessary for successful processing through the ABC. Since you are still on the job, it will be easier to contact you if any questions or concerns surface. Remember, thousands of federal employees enter retirement every month.

8.) Get Educated.
   a.) There are many online training opportunities available through the ABC-C to help you plan for retirement. Go to www.abc.army.mil to look at the schedules. Notifications are always sent out to all employees with correct email addresses in MYBIZ. Many employees are focused on their current careers and approach retirement with a dangerous lack of knowledge about basic considerations. If you feel unprepared, plan to attend a retirement seminar.

9.) Hope for the Best
   a.) Most federal careers end with a smooth transition to retirement, but if you encounter a problem, take a deep breath and develop a game plan. Keep the lines of communication open with your agency and work to find an equitable solution.

POC: Mrs. Gayla Propst, Human Resource Specialist at gayla.a.propst.civ@mail.mil.
TIME TO REVIEW YOUR CIVILIAN PERSONNEL RECORD:

Technicians and Title 5 employees; time to review your Civilian Personnel Record by Accessing MyBiz+ at https://compo.dcpds.cpms.osd.mil/.

A couple of items that we ask your assistance with are:

- Make sure your work email is up-to-date so you get important MyBiz+ messages and notifications.
- Print or save a copy of your SF50s; when you terminate, this is no longer available to you or your supervisor. If you go to another Federal Agency, they will request a copy of your latest SF50.

You can access your record by using the tool bar at the top or the icons at the bottom of your MyBiz+ main page.
What follows is a view of each detail page and some of the most popular items employees want to see.

View leave, TSP contributions, and Insurance.
Review and update education.

Within Grade Increase (WGI) Elig Date, position title, grade and step, view, print, or save SF50s.
View current performance plan and view past performance ratings.

Create reports containing an array of information from your civilian personnel record.

### Employee Reports

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<td>View/Print</td>
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<td>Civilian Career Report</td>
<td>View/Print</td>
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<td>Emergency Contact Report</td>
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<td>Employee Civilian Career Brief</td>
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<td>Employee Interactive Reports</td>
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<td>Joint Duty Assignment Information</td>
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<tr>
<td>Training Report</td>
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</table>

MyBiz+ POC: Mr. Nicholas Garrard, Human Resources Specialist, (573) 638-9500 ext. 37917, Nicholas.s.garrad.mil@mail.mil or Mrs. Elaine Lock, Human Resources Specialist, (573) 638-9500 ext. 39690, elaine.c.lock.civ@mail.mil.
DEADLINE FOR SUBMISSION OF SELECTION PACKAGES AND TEMPORARY APPOINTMENT PACKAGES

Effective immediately, the Human Resources Office will enforce the 10 working day policy of submitting National Guard Employee selection packages and temporary appointment packages prior to the effective date of action (start date).

This timeline needs to be adhered to due to the implementation of the Army/Air ATAAPS Program. Late packages do not allow sufficient time to approve personnel actions so that employees and supervisors can input and certify time and attendance.

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.

REVISED STATEMENTS OF UNDERSTANDING DOCUMENTS

The following Statements of Understanding have been revised:

**MOTP Form 296-4, Statement of Understanding for Indefinite Appointment**

**MOTP Form 296-5, Statement of Understanding for Temporary Appointments**

**MOTP Form 296-6, Statement of Understanding for Temporary Promotions**

These revised documents can be found under the HR Forms tab on the Human Resources web page at [www.moguard.com](http://www.moguard.com).
REVISED EMPLOYMENT DOCUMENTATION TO COMPLETE SELECTION PACKAGES

The two documents listed below have been revised, to outline the required documentation that needs to be submitted to complete selection packages for Dual Status National Guard employment and Title 5 National Guard employment:

- Dual Status National Guard Employment Documentation Required For Completion of Selection Packages.
- Title 5 National Guard Employment Documentation Required For Completion of Selection Packages.

These revised documents can be found under the Staffing tab on the Human Resources web page at www.moguard.com.

Please discard previous versions of these documents and ensure the revised instructions and documents are used for tentative selections made from this point forward.

REVISED DUAL STATUS NATIONAL GUARD TEMPORARY EMPLOYEE LETTER OF INSTRUCTIONS

The Dual Status National Guard Temporary Employee Letter of Instructions has been revised and can be found under the Staffing tab and also under HR Forms attached with the SF-52 for Temporary Appointment NTE (NOA 171) Example on the Human Resources web page at www.moguard.com.

Please discard previous versions of this document and ensure the revised instructions and documents are used for temporary packets submitted from this point forward.
REFERRAL PROCESS FOR TITLE 5 POSITIONS

The following information is furnished concerning the referral process for Title 5 National Guard positions in accordance the Vet Guide for HR Professionals.

Veterans’ Preference does not apply in the following circumstances:

1. When a Title 5 position is advertised with the Area of Consideration Closed on Board to Title 5 and Title 32 employees, Veterans’ Preference does not apply.

2. Military retirees at the rank of Major, Lieutenant Colonel, or higher are not eligible for preference in appointment unless they are disabled veterans.

3. For Title 5 positions that are Scientific and Professional positions in grade GS-09 or higher, names of all qualified applicants are listed in order of their ratings, augmented by Veteran’s preference, in any.

Applicants that have Adjudicated Veterans’ Preference (VP) which are the following categories, will be referred as stated below:

- 10 point 30% Compensable Disability Preference (CPS) Veteran’s Preference
- 10 point Disability Preference (XP)
- 10 point Compensable Disability Preference (CP)
- 5 point Preference (TP)
- 0 point Preference (SSP)
1.) If there are qualified applicant(s) with CPS Veterans’ Preference, only the applicants with veterans’ preference (i.e., XP, CP, TP) will be listed on the selection certificate. The selecting official can make a selection from any of the applicants with veteran’s preference. However, if the selecting official does not want to make a selection from the individual(s) with veterans’ preference and wants to see the non-veteran preference applicant(s), he/she cannot pass over applicant(s) with CPS Veterans’ Preference. If he/she wants to pass over a CPS Veterans’ Preference, justification has to be submitted to OPM for final adjudication. This adjudication process could take 6 – 9 months and the position must be held open until the final adjudication is received from OPM.

2.) If there are no qualified applicant(s) with CPS Veterans’ Preference, the applicants with a lower veterans’ preference rating and the non-veteran preference applicant(s) can be referred at the same time up the certificate referral rules from the Merit Placement and Promotion Plan which is 15 applicants for non-bargaining positions and 9 applicants for bargaining positions. The applicants with veterans’ preference are placed at the top of the selection certificate with the highest veterans’ preference listed first (i.e, XP, CP and then TP). If the selecting official determines through the interview process, the veterans’ preference applicant(s) do not possess the skill set for the advertised position, he/she must provide a memorandum justifying why the applicant(s) do not fit the needs of the position. The Human Resources Office has the delegated authority from NGB to pass over a preference eligible (with a justified reason) with the exception of a 30% or more Veterans’ Preference eligible.

3.) If there are no qualified applicants that have adjudicated veterans’ preference, the applicant(s) are referred in accordance with the Merit Placement and Promotion Plan and the Labor Management Agreement.

POC: Mrs. Carol Otto (573) 638-9500 ext. 39644
# SERVICE AWARDS

<table>
<thead>
<tr>
<th>RANK</th>
<th>LASTNAME</th>
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<tr>
<td>SSG</td>
<td>Bayless</td>
<td>Rachel L.</td>
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<td>Majors</td>
<td>Robert J.</td>
<td>MO ARNG FMS 10 – Field Maintenance Shop</td>
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<tr>
<td>SGT</td>
<td>Patey</td>
<td>Matthew S.</td>
<td>HHD, 1107 TASMG – TASMG Shop</td>
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<tr>
<td>SSG</td>
<td>Pipkin</td>
<td>Andrew D.</td>
<td>HHD, 1107 TASMG – TASMG Shop</td>
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<td>MSG</td>
<td>Weber</td>
<td>Dane E.</td>
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<td>SSG</td>
<td>Weimer</td>
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<td>CSMS – MO – Combined Support Maintenance Shop</td>
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<td>TSG</td>
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<td>SGT</td>
<td>Blunt</td>
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<td>TSG</td>
<td>Greer</td>
<td>Justin P.</td>
<td>139 CMN FT</td>
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<td>SMS</td>
<td>Reynolds</td>
<td>Randall L.</td>
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<td>MSG</td>
<td>Robles</td>
<td>Brent A.</td>
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<tr>
<td>SFC</td>
<td>Anderson</td>
<td>Thomas S.</td>
<td>FMS 13 – MO – Field Maintenance Shop</td>
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<td>SGT</td>
<td>Armour</td>
<td>Courtney R.</td>
<td>Joint Force HQ – MO – Surface Maint. Mgr (SSM)</td>
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<td>MSG</td>
<td>Breyfogle</td>
<td>Ryan R.</td>
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<td>TSG</td>
<td>Keller</td>
<td>Athena D.</td>
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<tr>
<td>MSG</td>
<td>Lewis</td>
<td>John P.</td>
<td>AAFA – MO – Army Aviation Flight Activity – OPNS</td>
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<tr>
<td>SSG</td>
<td>Preze</td>
<td>Anthony C.</td>
<td>HHD, 1107 TASMG – TASMG Shop</td>
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<tr>
<td>SSG</td>
<td>Sanders</td>
<td>Richard D.</td>
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<td>SSG</td>
<td>Walker</td>
<td>Stanley A.</td>
<td>HHC, 35 CMBT AVN BDE (HVF)</td>
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<tr>
<td>CIV</td>
<td>Frank</td>
<td>Douglas T.</td>
<td>MOARNG Full-Time Support – USPFO Comptroller DIV</td>
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<tr>
<td>MSG</td>
<td>Fuemmeler</td>
<td>Shayne D.</td>
<td>Army Aviation Support Facility</td>
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<tr>
<td>SFC</td>
<td>Graham</td>
<td>Bryan M.</td>
<td>CSMS – MO – Combined Support Maintenance Shop</td>
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<tr>
<td>CW3</td>
<td>Valenzuela</td>
<td>Jose G.</td>
<td>FMS 7 – MO – Field Maintenance Shop</td>
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<tr>
<td>CIV</td>
<td>Bachler</td>
<td>Samuel J.</td>
<td>MOARNG Full-Time Support – G6 (Deputy Chief of Staff – INF MGMT)</td>
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<tr>
<td>SMS</td>
<td>Chavez, III</td>
<td>John</td>
<td>139 MAI SQ</td>
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<td>MSG</td>
<td>Kifer</td>
<td>Kenneth A.</td>
<td>131 LGR SQ</td>
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<tr>
<td>MSG</td>
<td>Hamilton</td>
<td>Johnnie</td>
<td>131 MAI SQ</td>
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</tbody>
</table>
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 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 a Soldier elects 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.

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 AGR RETIREMENT BRIEFINGS

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. AGR Retirement Briefings will be conducted:

12 FEBRUARY 2019
11 JUNE 2019
The AGR 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. For additional information please call 913-684-2425. AGR Retirement Briefings will be conducted:

18 DECEMBER 2018
26 FEBRUARY 2019

Soldiers may contact Retirement Services Office, to pay travel expenses for those Spouses traveling with their Soldier to a Retirement Briefing. For additional information please contact Debra Havens at (573) 638-9500 Ext: 37011 or John Lewis at (573) 638-9500 Ext: 39648.

TRICARE PRIM REMOTE ELIGIBILITY and ENROLLMENT

Eligibility: ADSMs who live and work more than 50 miles (or approximately a one-hour drive) from a military hospital or clinic in TPR-designated ZIP codes must enroll in TPR.

ADFM who live at the TPR-enrolled sponsor’s address are eligible for TPRADFM. Once you enroll in TPRADFM, you may remain in TPRADFM as long as your sponsor is enrolled in TPR and you live at the TPR-enrolled sponsor’s address, or if your sponsor receives a subsequent unaccompanied permanent change of assignment and you continue to live in the same TPR location. If you choose not to enroll in TPRADFM, you can enroll in TRICARE Select.
All transitional survivors may enroll in TPRADFM. Surviving spouses remain eligible for TPRADFM for three years following the sponsor’s death and will have ADFM benefits and costs. Eligibility for surviving unmarried children under age 21 (or age 23 if enrolled in a full-time course of study at an approved institution of higher learning, and if the sponsor provided over 50 percent of the financial support) will not change after three years, and they will remain covered as ADFMs until eligibility ends due to age limits or for another reason (e.g., marriage).

National Guard and Reserve members called or ordered to active service for more than 30 consecutive days are eligible for TRICARE as ADSMs and are eligible for TPR if they live and work in a TPR-qualifying location.

Family members of National Guard and Reserve sponsors who are called or ordered to active service for more than 30 consecutive days are eligible for TPRADFM if they live at the TPR-enrolled sponsor’s address on the day of their sponsor’s activation or the effective date of early eligibility.

To determine if you are eligible, visit www.tricare.mil/tpr and search your sponsor’s home and work ZIP codes.

**Enrollment**: Eligible beneficiaries who wish to enroll in TPR or TPRADFM must complete and submit a TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form, or DD Form 2876. Enrollment applications may be downloaded from www.tricare.mil/forms.

For ADSMs and ADFMs, enrollment in TPR is effective on the date the regional contractor receives the enrollment application.

Enrollment in TPRADFM is optional for ADFMs. However, ADFMs must enroll in TPRADFM within 90 days of their move to a TPR location or during TRICARE Open Season. ADFMs who elect not to enroll in TPRADFM can enroll in TRICARE Select.

There are no annual enrollment fees for ADSMs and ADFMs enrolled in TPR and TPRADFM.
Note: Open season is an annual period when you can enroll in or change your health care coverage plan for the next year. TRICARE beneficiaries will experience Open Season for the first time Nov. 12–Dec 10, 2018. TRICARE Open Season will happen each year from the Monday of the second full week in November to the Monday of the second full week in December. Enrollment choices made during this period take effect on Jan. 1.

Note: While family members may decide to enroll in TRICARE Select, active duty sponsors are required to enroll in TPR, if eligible. If you are moving from one TPR location to another, you may transfer your TPR or TPRADFM enrollment by phone, by mail, or by using the BeneficiaryWeb Enrollment website if you are a stateside beneficiary. For more information, visit www.tricare.mil/bwe. For cost information, visit www.tricare.mil/costs.

Note: Prior to January 1, 2019, you can self-attest that you’ve moved. Effective January 1, 2019, you’ll need to update DEERS with your new address. Go to www.tricare.mil/deers to update your DEERS information.

Life Events:

Military Changes include – activating, Deactivating, Deploying, Injured on Active Duty, Moving, Separating from Active Duty and Retiring.

Family Changes include – Getting married, Divorced, Having a baby or adoption, Children going to college, Children becoming adults, Medicare-Eligible, Death in Family or loss or gain of other Health Insurance.

AGR LEAVE

If you had leave pending in the system to be charged at the 2018 Fiscal Year rollover that will ensure you have under 60 days of leave, but it has not charged on your LES please email the AGR Branch. DFAS should have processed your leave and deducted from you “lost leave” balance. You will not lose leave due to processing delays. AGR Branch will re-send the leave transaction in the Leave Log.
**AGR ORDERS CHANGE:**

The AGR Orders production process is changing from the Legacy AFCOS orders system to a web-based orders production program. If you currently receive AGR orders on distribution, you will no longer receive that distribution.

*Please be patient with AGR Branch as we navigate the new process and implement new procedures. Please call our office if you have questions on concerns.*

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**AGR JOB APPLICATION SUBMISSION CHANGE:**

Due to the shutdown and future of the SAFE System, HR will be implementing a new process to distribute and receive job announcements and applications IAW CCRI and PII requirements. Currently inside of FTSMCS there is a module that allows us to produce job announcements as well as allows service members with CACs to apply for positions. The user must create a log in and password. We will provide more information once completed. Our goal is to implement CY2019.

*Please be patient with AGR Branch as we navigate the new process and implement new procedures. All the changes will be posted on our website.*

*Additionally you may call our office if you have questions or concerns.*
REQUESTING LESs:

AGR Soldiers needing an LES can access the DFAS.mil website. From the home page scroll down to the bottom of the page and select askDFAS. This will bring you to the Online Customer Service page. Scroll down to the Military LES Requests. Click agree and then click “SUBMIT A TICKET.” Here you will provide all the necessary information and attach any supporting documentation.

The link in parentheses will take you directly to the online request form:


ARMY AGR SF52 TEMPLATES:

Updated templates for AGR actions are available on the MOGUARD.COM Human Resources Tab, HR Forms http://www.moguard.com/hr-forms/. SF52s are required when an AGR Soldier moves into a new full-time position, as well as when he/ or she may only move into a new military position.

When filling out block 7 and 15, the first line should be the Military Unit assigned and the UIC. The second line pertains to the duty title of the full-time position. The third line is the paragraph, line and duty MOS of the military assignment.

Block 14 and 22 are the location and unit of the full-time assignment. For reassignments to new locations, a DA5960 must accompany the SF52. It is important to fill out the remarks in Part D and to ensure the incumbent concurs with the action by signature.
ARMY AGR NEW HIRES

SGT Bowden, Benjamin, CO A (ASC) 1107th AVN GRP
SGT Brown, Megan, R&R BN
SGT Cramer, Benjamin, R&R BN
SGT Dore, Andrew, R&R BN
SFC Evers, Marty, RTI
SSG Fischer, Samuel, R&R BN
SGT Heather, Kelsey, 70th Troop Command
SPC Hicks, Brain, DET2 CO G 2D BN 149th AV
SGT Horrell, Phoenix, R&R BN
SGT Johnson, Shelton, R&R BN
SSG Karg, Paul, CO E (-DET) 1st BN 135th AVN
1LT Kirk, Brett, R&R BN
SGT McGuire, Kristina, R&R BN
SSG Oehring, Joseph, HHC, 1-138th IN
SFC Pope, Jeremy, RTI
SGT Pratt, Mark, HHC 835th CORPS SPT BN
SGT Schreiner, Cole, HHC 35th Engineer BDE
SGT Thude, Jeremiah, R&R BN

ARMY AGR PROMOTIONS

SGT Acree, Robert, 1438th Engineer CO
SFC Adams, Jared, HHD 205th MP BN
SFC Bain, Clint, R&R BN
SSG Beard, Brian, R&R BN
SFC Doner, Philip, CO E 1st BN 135th AV REGT
SFC Fidler, Clayton, R&R BN
MSG Harmount, Dawn, ARNG Staff Element JFHQ-MO
SFC Innis, Corey, R&R BN
SFC Kemna, Eric, MOARNG Medical Det (MEDDET)
SFC McDaniel, Cassie, 1135th Engineer CO
SSG Moore, Kristopher, 1138th Engineer CO
SSG Parkin, Caleb, R&R BN
SFC Pope, Jeremy, REG TRNG Site Maint (RTS-M) MO
SGT Schneider, Ruthanne, HHD 1107th AV GRP (TASMG)
MSG Stafford, James III, R&R BN
CW3 Talken, Amanda, ARNG Staff Element JFHQ-MO
ARMY AGR SEPARATION/RETIREMENTS

SPC Hackworth, Brian, HHC 1-138th IN REGT BN  
SFC Cunningham, Jeffrey, HHD 1107th AV GRP (TASMG)  
SFC Johnson, Randall, R&R BN  
MSG Schaben, Eric, ARNG Staff Element JFHQ-MO

SFC Turner, Jamie, R&R BN  
SFC Ward, Quenten, R&R BN  
LTC Keller, John, ARNG Staff Element JFHQ-MO  
SSG Rosado, Cynthia, HHD 1107th AV GRP (TASMG)

AIR AGR NEW HIRES

MSgt Bailey, Jessie, 139 AW  
MSgt Buckholtz, Joshua, 131 BW  
SSgt Davis, Krystalyn, 139 AW

T Sgt Leavitt, Cortney, 131 BW  
MSgt Meyer, Jamie, 157 AOG  
T Sgt Veal, Jordan, 139 AW

AIR AGR PROMOTIONS

MSgt Malchose, Rachel, 139 AW  
CMSgt Overby, Jeremy, 139 AW  
SMSgt Wells, Kadence, 139 AW

AIR AGR SEPARATIONS/RETIREMENTS

MSgt Harms, Kent, 139 AW  
MSgt Hedges, Ronda, 131 BW  
Lt Col Stepp, Ryan, 139 AW
HUMAN RESOURCES STAFF

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573-638-9500 ext. 39642

Mrs. Jaclyn Jarvis, Human Resources Assistant,
573-638-9500 ext. 37743

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573-638-9500 ext. 39689

Mr. Michael Marsden,
573-638-9500 ext. 39586

(Vacant), 573-638-9500 ext. 39854

OCCUPATIONAL HEALTH

(Vacant), 573-638-9500 ext. 39743

Ms. Rebecca Birdsong,
573-638-9500 ext. 37742

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573-638-9500 ext. 39600

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HUMAN RESOURCES DEVELOPMENT SPECIALIST

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Mrs. Elaine Lock, 573-638-9500 ext. 39690

Mr. Nicholas Garrard, 573-638-9500 ext. 37493

Mrs. Danielle Calvin, 573-638-9500 ext. 37746

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Mr. Dave Cavalcanto, 573-638-9500 ext. 39524
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Ms. Amelia Cruz, 573-638-9500 ext. 39670     Mrs. Tracina Harrison, 573-638-9500 ext. 37495
Mr. Chima Okorafor 573-638-9500 ext. 39520   Mrs. Natalie Soto Cortes, 573-638-9500 ext. 39811
                                                  Ms. Nancy Browne, 573-638-9500 ext. 37917

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Mrs. Andrea Vick, 573-638-9500 ext. 37494
Mrs. Leigh Smith, 573-638-9500 ext. 37499
Ms. Jacqui Conatser, 573-638-9500 ext. 37496

FTUS MANPOWER & AGR MANAGEMENT NCOIC

ARG BRANCH
MSG Shanon Johnson, 573-638-9500 ext. 39654

AIR
Mrs. Geri Gaines, 573-638-9500 ext. 37498

ARMY
SSG Aaron Williamson, 573-638-9500 ext. 39757
SPC Jamie Johnson, 573-638-9500 ext. 39674

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