

Human Resources Quarterly: October-December 2010

Quarterly publication from the
Federal Human Resource Office,
New York National Guard
October-December 2010 Edition
dmna.state.ny.us/hro/hro.php?id=newsletter



[From COL Williamson, Human Resource Officer](#)

As we navigate through FY 11, ongoing Continual Resolution Authority brings fiscal constraints and budget challenges to our ability to execute our Human Resource responsibilities. With these challenges, our commitment to provide you the best service we can remains the same. One of our biggest hurdles is Army AGR/Technician travel. As we move forward, I ask that we all reflect on how we travel and attend conferences/training. Simple changes can save money. Car pooling, sending fewer attendees to conferences, and limiting POV usage, all contribute to big savings. I appreciate your help in this area and solicit best practices in conserving travel resources.

[MNHF-ISB](#) [Information Systems & Budget](#)

MyBiz and MyWorkplace: Supervisors, it's time for you to get logged on to *MyWorkplace*, and to get your technicians logged on to *MyBiz*. *MyWorkplace* has become the central point of managing your technician workforce.

Current status of MyBiz/MyWorkplace logins is as follows:

- Of 1366 Air Guard accounts, 26% never logged in
- Of 859 Army Guard accounts, 35% never logged in

The Performance Appraisal Application (PAA) in *MyWorkplace* is now the sole source for processing federal technician appraisals. (Note: You need to update the "My Information" link and your work e-mail with your actual military e-mail.) This is how you and your supervisor will coordinate the appraisal process. NGB is using *MyWorkplace* and *MyBiz* to send you mass emails about important issues like the Thrift Savings Plan; technicians must use *MyBiz* to view and print copies of their SF-50. At the conclusion of the Health Benefits Open Season, technicians will be able to confirm if their changes have been processed by logging in to *MyBiz*.

If your technicians enter their Emergency Data into *MyBiz*, you can pull a PDF Emergency Contacts Roster from the system. For more information on *MyBiz* or *MyWorkplace*, please contact SMSgt Terry Potter at (518) 786-4666, or TSgt Zachary Kergel at (518) 786-4991.

[MNHF-SEB](#) [Staffing & Employee Benefits](#)

EBIS and IVRS: The conversion to Employee Benefits Information System (EBIS) and Interactive Voice Response System (IVRS) on 1 October 2010 has been successful with minor problems in establishing an EBIS account and making changes to benefits through the web based process. Instructions for creating an EBIS account can be found by logging on to <http://dmna.state.ny.us/hro/tech/tech.php?page=1283864962>

Establishing an EBIS account is important for all technicians as changes to benefits as well as retirement processing will be accomplished through this system. If you are encountering problems establishing an initial account, please contact MSgt Shannon Pingitore at sanning.pingitore@us.army.mil or DSN 489-4728.

Changes to FEHB, FEGLI. And TSP are accomplished by clicking on the Transactions icon at the top of the page.

Please remember that in order for EBIS to work effectively you must keep your AKO account current. POC is MSgt Shannon Pingitore, (518) 786-4728

[TSP Updates:](#)

- The Elective Deferral Limit for 2011 is \$16,500.
- The Catch -Up Contributions limit is \$5,500. If you are at least 50 or will become 50 during the calendar year, and if you have made or will make the maximum amount of employee contributions for the calendar year, you may also make catch up contributions to your TSP Account.

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- Absent-US Status - Technicians who have an outstanding TSP Loan and are placed in a LWOP-US status may suspend payments for the entire period of military service.

POC is Sheila Lindsay, (518) 786-4950

MNHF-PT

Position Management & Training (Army)

Sexual Assault Prevention Response (SAPR) Program:

Welcome to Adina Taluto who joined us as JFHQ Sexual Assault Response Coordinator (SARC) in July 2010. Adina is closely collaborating with CW2 Heather Langley who remains highly regarded for her program expertise, and will continue as Alternate JFHQ SARC.

The NY National Guard now has resources and energy for becoming a leader in the nation for preventing Sexual Assaults. There are high expectations for program growth and visibility over the next year. The SAPR team started this mission by conducting the first NYS Victim Advocate/SARC 40-hour course in September 2010. The course was a huge success with a turnout of approximately 40 participants. The training was well received, and we especially thank the eight speakers from NYS agencies that helped broaden our perspectives.

The Army National Guard requires two Victim Advocates (VA) per unit and one per remote company. The Air National Guard requires one SARC, one Alternate SARC and one VA per wing. Once a SARC or VA has completed the 40-hour course and received a NGB certificate, they will remain qualified with an 8-hour annual refresher. SARC and VA roles are additional duties, highly responsible and information sensitive.

Other recent events include a NGB national SAPR summit in Washington DC and an 8-hour VA refresher course at JFHQ in November.

POC is Adina Taluto, (518) 786-4734

MNHF-AGR

Active Guard/Reserve (Army & Air)

AGR Retirement: If you plan on retiring from the AGR program, be sure to check out our AGR Retirement page at the following link:

<http://dmna.state.ny.us/hro/hro.php?id=retirement>

This website offers retirement physical and ACAP briefing locations along with a detailed checklist to assist AGR Soldiers with a smooth retirement process. Retiring

members should also make an appointment with MNP to have their ERB/ORB updated at least 6 months prior to the requested retirement date. This will ensure records are up-to-date resulting in your DD214 accurately reflecting all awards and decorations that you have earned or are entitled to.

POC is SFC Matthew Starr, (518) 786-4791.

DD Form 214 Waiver Codes: Any service member applying for an AGR position with a previous Re-Entry Code of RE-3 or RE-3B reflected on their DD-214, must request an NGB-approved waiver for entry into the AGR program. Per NGR 600-5, Paragraphs 2-4b and 4c, an approved waiver must be obtained prior to the Soldier applying for a position. The approved waiver must be included with the application packet. Service member must include the following documents when submitting a request for waiver to enter the AGR program:

- A detailed letter from member explaining the specific action(s) or circumstance(s) that resulted in the negative separation code received on previous DD-214(s) or service record(s).

- A letter of recommendation from member's immediate commander reflecting overall potential and performance.

- A letter of recommendation from member's MACOM Commander reflecting potential and performance.

- A copy of the separation document in question, reflecting the adverse separation code that prohibits member from entry into the AGR program.

The request for waiver must be submitted with documents mentioned through service member's chain of command, to the attention of The Adjutant General. If approved, the waiver request will then be forwarded through Chief, National Guard Bureau to the Army G1 for final determination.

POC is SSG Kyle Murphy, (518) 786-4883.

Extended Dependent Coverage: The recently passed Patient Protection and Affordable Care Act (Public Law 111-148) requires civilian health plans to provide medical coverage for children until each child turns 26 years of age. This Act did not give the Department of Defense the authority to offer this benefit to members using TRICARE and does not currently apply to TRICARE. There are provisions currently in the Senate and House versions of the pending National Defense Authorization Act for Fiscal Year 2012 that would extend dependent medical coverage up to age 26 via a premium-based program. If enacted into law, the DoD will make every effort to implement this provision into law.

POC is SGT Lydia Montiforte, (518) 786-4926