

# Human Resources Quarterly - July-September 2009



Quarterly publication from the  
Federal Human Resource Office,  
New York National Guard  
July-September 2009

## From Human Resource Officer, COL Williamson

As the traditional flu season approaches, concern over the H1N1 virus troubles us. It's important that we take precautions to protect ourselves and our employees. We should all familiarize ourselves with the characteristics of H1N1 and take preventive measures like frequent hand washing and avoiding close contact with sick people to reduce risk of infection. Employees who experience flu-like symptoms or believe they have been directly exposed with the flu should remain home and take leave IAW appropriate procedures. Being preventive is vital to ensuring a healthy work environment for yourself and your co-workers.

### MNHF-CL

#### Classification & Labor Relations



## **Labor-Management Contract Moves Forward:**

On 31 July 2009, Major General Joseph Taluto, The Adjutant General and Mr. Craig Salo, State Chairman for the Association of Civilian Technicians, signed the newly negotiated Labor/Management Agreement between the New York National Guard and New York State Association of Civilian Technicians. This new three-year contract covers 2,047 technicians who work for the New York Army and Air National Guard while also being members of the force. The contract is currently pending final validation by Civilian Personnel Management Service. **POC is Ms. Haydee Sullivan at (518) 786-4730.**

### MNHF-AGR

#### Active Guard/Reserve (Army & Air)

## **Automated AGR Leave Log Procedures (Army):**

In accordance with MNHF memo dated 14 July 09, all NYARNG AGR personnel must access and utilize the Fulltime Management Control System (FTSMCS) leave log system by accessing the following link:

<https://ftsmcs.ngb.army.mil/protected/LeaveLog/Default.aspx>

The automated leave program is designed to allow AGR Soldiers to manage and use their authorized leave to the maximum extent possible, while allowing full-time administrative officers and commanders the ability to monitor each AGR Soldier's leave, minimizing the potential for end-of-year leave loss. All AGR Soldiers must have a registered Common Access Card (CAC) and are required to use this website for all leave requests. **AGR personnel must be registered NLT 1 October 2009. POC regarding this action is SGM Cox at (518) 786-4626.**

## **AGR OCONUS Travel:**

AGR personnel are reminded that anytime you are conducting OCONUS missions and/or travel (to include Alaska, Hawaii, Puerto Rico, Virgin Islands and Guam) you must be in a Title-10 USC Status ARNG Policy: IAW NGB-ARH policy memorandum #09-007. MNOT, in conjunction with MNP, will issue self-terminating Title-10 USC AGR (format 172) orders for Army personnel using the Automated Fund Control System (AFCOS). Title-10 USC orders will temporarily augment the existing Title-32 USC AGR orders, placing Soldiers in appropriate Title-10 USC status with proper Federal Authority when traveling OCONUS. Upon completion of OCONUS travel, the AGR Soldier will automatically revert back to their original Title-32 AGR assignment IAW order termination date. A DD form 214 WILL NOT be published regardless of mission duration provided the orders are consecutive and concurrent. Additional guidance from MNOT is forthcoming. **POC is SGM Cox at (518) 786-4626.**

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### Reporting Prior Criminal Convictions (Army & Air):

The Department of Defense (DoD) directive dated 2 April 2008 requires all AGR noncommissioned officers in the grade of E6 and above, and all warrant and commissioned officers, to report (in writing) to their superiors, when they have been convicted of violating any criminal law. This directive gives active duty service members 15 days from the date they are convicted to self-report convictions to their commander. The duty to report this is required even if the sentence has not been imposed or the member intends to appeal the conviction. A "conviction" is defined as a plea of guilty, a plea of no contest, entry into a pre-trial intervention program, parole or probation. The self-reporting requirement is only for convictions and not mere arrests. Criminal law includes any Federal, State or local criminal law or ordinance including Driving While Intoxicated offenses. Traffic infractions that do not require a court appearance are not considered criminal law offenses. An AGR member's failure to self-report a conviction can form the basis for a disciplinary and/or adverse action. [POC is CW4 O'Keefe at \(518\) 786-4732.](#)

### MNHF-ISB

#### [Information Systems & Budget](#)

### Why Technicians Need a "MyBiz" Account Now:

In previous newsletters HRO has urged all technicians to establish an online "MyBiz" account. **It is important for every technician to establish a MyBiz account so they can access and update important data in their civilian personnel record.** In the near future, paper SF50 distribution will cease, and MyBiz will become the technician's primary means of viewing important SF50 personnel actions concerning civilian position, pay grade and step, and benefits.

### MyBiz Instructions: To log in, use the following link:

[http://www.dmna.state.ny.us/hro/forms/mybiz\\_guide.pdf](http://www.dmna.state.ny.us/hro/forms/mybiz_guide.pdf)

Once you have logged into MyBiz please review your data and verify that it has your correct "Work" email address. This email address is how you will be notified of updates to your technician records.

[POCs for MyBiz: For technician record information: Ms. Sheila Lindsay at \(518\) 786-4950; for technical problems logging into MyBiz: SMSgt Potter at \(518\) 786-4666; for policy questions: CW2 Burnah at \(518\) 786-4782, or email \[priscilla.l.burnah@us.army.mil\]\(mailto:priscilla.l.burnah@us.army.mil\).](#)

### MNHF-SEB

#### [Staffing & Employee Benefits](#)

### Federal Benefits Open Season, 9 Nov to 14 Dec 2009:

The 2009 Open Season will include Federal Employees Health Benefit Program, Flexible Spending Accounts and Federal Dental and Vision Program. Open season enrollment changes must be submitted before midnight, Eastern Standard Time on 14 Dec 09 to be considered timely filed. Additional Open Season Information will be published as received.

[POC is SGT Montiforte, \(518\) 786-4728.](#)

### Immediate Agency Thrift Savings Plan (TSP)

#### Contributions for Federal Employees Retirement System (FERS) Employees:

On 22 June 2009, President Obama signed into law H.R. 1256. This law provides a number of changes to the Thrift Savings Plan (TSP). One of the provisions of this new law is that it eliminates the waiting period of employees covered under the FERS to receive the Agency Automatic 1% and Agency Matching TSP Contributions. Effective date of this provision is 5 July 2009. This means that:

- All FERS employees who are hired or rehired on or after 5 July 2009 will be immediately eligible for Agency Automatic 1% contributions. When they begin contributing to TSP, they will also be immediately eligible for Agency Matching Contributions.
  - FERS employees who are currently waiting to become eligible for agency contributions (i.e., employees hired on or after 1 December 2008) will become eligible for Agency Automatic 1% Contributions on 5 July 2009. If they are contributing to TSP, they will also be immediately eligible for Agency Matching Contributions.
  - If you are a new FERS employee and have delayed enrolling in TSP because you were waiting to become eligible for agency contributions, we encourage you to make your election as soon as possible to take advantage of this new provision. You must contribute at least 5% of your basic pay each pay period if you want to receive the maximum Agency Matching Contributions. To enroll or make election changes, please complete a new TSP Form 1. TSP elections are effective the first day of the next pay period after the election is received by this office.
- [POC is SGT Montiforte at \(518\) 786-4728.](#)

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### **Cancellation of Enterprise Staffing Solution (ESS):**

National Guard Bureau recently announced the Department of Defense's decision to cancel the Pilot Program for Enterprise Staffing Solution (ESS). Accordingly, DMNA will continue to use existing procedures to advertise and accept applications for federal technician positions, as published on our Human Resource Office jobs website:

<http://dmna.state.ny.us/jobs/jobs.php>

We extend our thanks to the technicians and managers who attended our ESS training classes.

### **Apply Active Duty Service to Technician Retirement:**

With many Soldiers and Airmen returning home from deployment, the benefits section would like to remind technicians that you can "buy back" that Active Duty Title 10 service to put towards your technician retirement, also known as a Military Deposit. What is a Military Deposit? A Military Deposit is something you pay into, so that you can receive technician retirement credit for the service performed. How do you "buy back" this Active Duty time? Submit an RI 20-97 with a copy of your DD 214 to DFAS. DFAS will then send you a copy of your estimated earnings from that time period. Once you receive your copy from DFAS, bring it to your HRO office, your HRO will process how much it may cost you to buy back that military time. And it is up to you from there to buy into it, and put that time towards your retirement. **POCs:** [SGT Montiforte, \(518\) 786-4728](#), [SSgt Clements \(518\) 786-4725](#), [SGT Clemente \(518\) 786-4448](#)

### **NEW! OWCP Claimant Query System (CQS)**

#### **OWCP (Workers Compensation) Claimants go to:**

<http://owcp.dol.acs-inc.com>

- **Select user type:** Claimant (Next to acronym "FECA")
- **Click on:** CQS (On the left side of the screen)
- **Enter:** Case Number
- **For Compensation Payments and Compensation Tracking:** Click on Compensation Payments or Compensation Tracking on the bottom of the page for current status.
- **For Bill Status and Medical Authorization Status:**
- **Enter:** Case File Number, DoB, and Date of Injury
- **Bill Status:** If you want to check on any bill status or bills in process, click on either option and then submit.
- **Medical Authorization:** Need to know if you have pre-authorization for a procedure? Click on Medical Authorization on the left side of the screen. Then click on submit.

**\*NOTE\*** For the Bill Status and Medical Authorization pages, you may print them to show your treating physician that a bill has been paid or you are approved for a procedure.

**POC is SGT Sanchez at (518) 786-4727.**