Human Resources Quarterly: January - March 2011

Quarterly publication from the
Federal Human Resource Office
New York National Guard
January - March 2011 Edition
dmna.state.ny.us/hro/hro.php?id=newsletter

From COL Williamson, Human Resource Officer

Two key positions have been filled within the HRO this Quarter. LTC Art Zegers as the new State Labor Management Specialist. CW2 Heather Langley has also been selected as the State Equal Employment Manager. Please join me in welcoming them to their new assignments.

MNHF-AGR

Active Guard/Reserve (Army & Air)

Automated Leave Tracking System: Users and supervisors alike (AGR, ADOS & FTE) are required to complete all actions when requesting leave/passes in the Full-Time Support management Control System (FTSMCS). This includes requesting, approving, signing-out and signing-in Soldiers on all leave/pass requests. Soldiers requesting leave/pass should allow enough time for supervisors to approve leave and should not take leave/pass unless approved. Problems could arise if Soldier is injured or becomes ill and is not in an approved leave status. ADOS/FTE Soldiers have the additional requirement of printing out and submitting the completed leave form to USP&FO for processing in DFAS; immediate supervisors are responsible for ensuring ADOS/FTE personnel submit completed leave form to USP&FO after Soldier is signed in from leave/pass. The automated leave system allows ten days after completed leave/pass to be processed, before identifying leave submission as being late. POC is SFC Starr, (518) 786-4791.

Release of Form W2s: As of 24 January 2011, DFAS has released tax statements to all AGR service members using MyPay. Using MyPay to access tax statements eliminates the mailing costs incurred with the traditional distribution methods.
POC is SGT Lydia Montiforte, (518) 786-4926

FY11 Initial AGR Tour Board: AGR Soldiers completing their initial AGR tour will be boarded during May 2011. A review board will evaluate each Soldier's performance, records and potential for increased responsibilities in the AGR program. In order to be retained in the AGR program, boarded Soldiers cannot be flagged and must meet criteria established in AR 135-18, AR 600-9 and NGR 600-5. Each Soldier will be notified via email and will have 90 days to submit required documentation for board review.. All packets will be submitted through Soldier's chain of command to the AGR office NLT 2 May 2011. POC is CW4 O'Keefe, (518) 786-4732.

Defense Travel System (DTS): Effective 1 February 2011, all Army AGR personnel must use DTS when requesting travel orders. Requester must ensure they are using proper account line and routing list. When GSA is not available, requester must include a statement of non-availability from their supporting OMS; if requesting POV, requester must also include POV mileage versus rental car, cost comparison sheet. USP&FO will turn off the ability to input AGR travel into AFCOS effective 1 February 2011. For additional information, AGR personnel may refer to MNPF DTS MOI dated 3 November 2010. POC is CW4 O'Keefe, (518) 786-4732.

Location Change for FFDs and MEBs: MEDCOM regulation 40-21 states that service members must receive medical care from either the Fort Drum or West Point Military Treatment Facility (MTF), depending on their duty station. This change applies to Fit for Duty (FFD) physicals and Medical Evaluation Boards (MEB). The AGR office will continue to coordinate/approve the MTF location when a FFD physical or MEB process applies. AGR Soldiers must understand that location preference is no longer an option. Questions regarding this update may be directed to SGT Montiforte at (518) 786-4926.

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MNHF-SEB
Staffing & Employee Benefits

PAA: Starting this quarter, the Performance Appraisal Application (PAA) in *MyWorkplace* is 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. Technicians and their supervisors should work to establish Performance Plans/Standards in PAA.

All close out appraisals under the old paper system should be completed and forwarded to the Human Resource Office by 31 Jan 2011.

If you need assistance with PAA or the old paper-copy appraisals, the POC is SSG John Amirault, DSN 489-4658.

It is key that all Supervisors/Managers and the individual Technicians Login to MyBiz/MyWorkPlace to accomplish these PAA goals. If you need assistance logging in to MyBiz/MyWorkPlace, the POC's are TSgt Kergel at DSN 489-4991 or SMSgt Potter at DSN 489-4666.

Annual Leave: The following information is provided as a reminder to technicians that the maximum carryover of annual leave is 240 hours. Agencies may restore annual leave that was forfeited because it was in excess of the maximum leave ceiling of 240 hours if the leave was forfeited because of an administrative error, exigency of the public business, or sickness of the technician. Restored annual leave is maintained in a separate account. The Human Resource Office determines whether forfeited leave qualifies for restoration.
POC is Sheila Lindsay, (518) 786-4950

Technician Employment Verification: "The Work Number for Everyone" utilizes an Interactive Voice Response System to verify employment and salary information for lending institutions or future employers of technicians. The system provides this information in a more efficient manner and is accessed by a lender at any time with a special authorization number acquired by the technician. Additionally, the system has a "faxback" function for a written verification if the lender requires. This method of verifying employment will reduce the length of time for verification from **DAYS TO MINUTES**. Instructions for this service can be found by clicking "Employment Verification" at the following link: http://dmna.state.ny.us/hro/tech/tech.php
POC is MSgt Shannon Pingitore, (518) 786-4728

MNHF-LR
Labor Relations

Inclement Weather Policy: With inclement weather upon us, several questions arise regarding the Agency's policy. The Inclement Weather Policy can be found in the 2010-2013 Labor/Management Agreement between DMNA and ACT, Article 15, page 42 and 43, http://dmna.state.ny.us/members/act.pdf. POC is Haydee Sullivan, (518) 786-4730

MNHF-PT
Position Management & Training (Army)

Defense Travel System (DTS): Effective 1 February 2011 all technician travel orders and travel vouchers will be processed through the Defense Travel System (DTS). The only exception is Permanent Change of Station (PCS) orders, which will be processed using the current Integrated Automated Travel System (IATS). For further guidance please refer to the USP&FO's Memorandum of Instruction to Implement DTS for New York Army National Guard Travelers on the Human Resource Development Webpage: http://dmna.state.ny.us/hro/tech/tech.php?page=1284555477.
POC is SFC Tracey Miller, (518) 786-4685

Technician Personnel Management Course: The Federal Human Resource Office is offering a Technician Personnel Management Course, 5-7 April 2011 in Latham, NY at DMNA. This is required training for full-time technician and AGR supervisors of our military technician workforce. Early reservations are recommended to guarantee seat availability. POC for Technician Training and Travel is SFC Tracey Miller, (518) 786-4685, email: tracey.c.miller@us.army.mil.