Human Resources Quarterly (HRQ)

FY12/Q2 Edition

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From COL Williamson, Director, Human Resource Office

The Human Resources Office continues to transform our business processes and improve our capacity to support the full time workforce. In the past two years we have implemented significant HR web based applications. The Electronic Benefit Information System (EBIS) which allows Technician employees to select and monitor TSP transactions, health, life insurance and retirement information on-line. The Performance Appraisal Application automates the performance management process and improves the appraisal process between supervisor and technician. First Quarter FY12 we began to implement USA Jobs which automates the recruitment process expanding our reach with NYNG Technician job vacancies. Soon we will round out our automation efforts and implement the Electronic Official Personnel Folder (eOPF) which will automate over 1900 paper copy Technician personnel folders making them accessible from a technician's mybiz account.

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MNHF-ISB

All Federal Technicians Should Have a MyBiz Account. This also includes AGR and State supervisors of Federal Technicians. Technicians and supervisors need access to MyBiz and MyWorkplace in order to complete the employees Performance Appraisal Application (PAA). These PAA tools can be accessed at https://compo.dcpds.cpms.osd.mil Please ensure the accounts have the correct Military email address. All permanent Technicians that worked during the appraisal periods 1 Oct 2010 thru 30 Sep 2011 should have a completed appraisal and all permanent Technicians should have an approved plan in PAA for the appraisal period 1 Oct 2011 to 30 Sep 2012. If you need further assistance contact SSG John Amirault at 786-4658 or john.amirault@us.army.mil.

MNHF-AGR

W-2s for Taxes. As of 24 January 2012, DFAS will be releasing tax statements for all service members. AGR personnel will be able to obtain a copy of their W2s by using myPay. DFAS has also made available 1099Rs and 1099INTs through myPay. Availability of your W-2s, 1099Rs and 1099INTs will remain available throughout the year. Using myPay to access tax statements eliminates the preparation and mailing costs incurred with the traditional distribution methods. Combined with the earlier availability of statements online, this makes myPay a better option for many DFAS customers and the Department of Defense. POC regarding this matter is SSG Montiforte, 518-786-4926 or Lydia.montiforte@us.army.mil.

DD Form-214s. If you are resigning, retiring or mobilizing out of the AGR program, you are responsible for making sure your Enlisted Record Brief (ERB) /Officer Record Brief (ORB) and Retirement Points Accounting System (RPAS) statement is accurate at least 90 days prior to your known departure date. It is the individual AGR Soldier's responsibility to verify all supporting documentation is placed into Interactive Personnel Electronic Records Management System (IPERMS) before the ERB/ORB is completed. This helps avoid the last-minute scramble to locate missing documentation and ensures you are receiving a valid DD-214 in a timely manner. If you need a copy of your RPAS Statement and/or completed ERB/ORB, the POC is SPC Stephanie Dumont, (518) 786-4722 or stephanie.j.dumont@us.army.mil.

Medical Readiness Category-4 (MRC4). IAW AR 40-501, Paragraphs 10-13a & 13b (Standards of Medical Fitness), each individual Soldier is responsible for the maintenance of his or her medical, physical and mental fitness. It is also the individual Soldier's responsibility to schedule appointments required to correct the issue in a timely manner. This includes correcting remediable defects, avoiding harmful habits and weight control. If Soldiers are unsure of their medical readiness status, they should be logging into AKO to check "My Medical Readiness Status" on the right side of the page. If Soldiers are not showing as "GREEN", they should click "My Medical Readiness Status" to see what they need to correct. NGR 600-5, paragraph 6-5c(6) states "reason for involuntary separation include failure to attain and maintain medical, physical fitness and weight standards". POC regarding this matter is CW4 O'Keefe, (518) 786-4732 or Jacqueline.a.okeefe@us.army.mil.

AGR Tour Continuation Orders. The AGR office will notify eligible Soldiers 90 days prior to their current AGR Tour end-date. Soldiers will be required to submit all documentation listed on the AGR Tour continuation checklist found at http://dmna.state.ny.us/jobs/jobs.php with a completed DA form 4836. Our goal is to have all Tour continuation orders published at least 45 days prior to current tour end date, so it's imperative that each Soldier submit a tour continuation packet in a timely manner. POC is CW4 O'Keefe, (518) 786-4732 or Jacqueline.a.okeefe@us.army.mil.

MNHF-SEB

Blue Button Added to Health Insurance Carriers for Federal Employees. Millions of federal employees, retirees and their families will soon be able to use the Blue ButtonÂ® to download their personal health data from the websites of their health plans. In a Carrier Letter issued on December 19, 2011, the U.S. Office of Personnel Management (OPM) asked all health insurance carriers in the Federal Employees Health Benefit Program (FEHBP) to add Blue Button functions to personal health record systems (PHRs) on their websites. Blue Button allows patients to see, download and keep their personal health data by clicking the "Blue Button" on a secure Internet site. Patients can then choose to share their data with their physicians or family members or make it available if emergency treatment is needed. Blue Button downloads are delivered in text files that can be downloaded, read, stored and printed on any computer without special software Patients can also authorize use of a Blue Button transfer of their medical data from a treating physician to another medical provider. More information about the Blue Button function is available at http://www.va.gov/bluebutton. To view the Carrier Letter on Blue Button please see http://www.opm.gov/carrier/carrier_letters/2011/2011-21.pdf

2nD Quarter Observances

1) African American/Black History Month 1-28 February

2) Women's History Month 1-31 March 2012

3) Holocaust Remembrance Day, 19 April 2012, Day of Remembrance 15-22 April

MNHF-PT

National Guard Professional Education Training (NGPEC). NGB recently published new guidance for the Professional Education Center (NGPEC) FY12. (Mandatory Full-Time Support Training). Due to budget restraints many previously offered NGPEC training courses will no longer be centrally funded. Directorates will have to prioritize personnel training for critical schools only and utilize local funds for training courses not on the FY 12 NGPEC centrally funded list. For the new list of FY 12 mandatory NGPEC courses click on the following link: http://dmna.state.ny.us/hro/tech/tech.php?page=1284555477 POC is SFC Tracey Miller, (518)786-4685.

MNHF—Hail & Farewell Corner

Changing of the Guard. The HRO Office would like to recognize and thank LtCol Tammy Street and SSG Kyle Murphy for their untiring support to the Human Resource Office. LtCol Street has been selected as the Deputy Commander, Mission Support Group with the 109th AW. SSG Murphy has been selected as the Senior Human Resources NCO with the 104th MPs - Best wishes on your new assignment!

HRO Helpful Tips!

Official Personnel Folders (OPF's).

The National Guard Bureau has advised that during FY 12 we will convert all paper Official Personnel Folders to electronic OPFs. We are currently in the preparation stage and as an important part of the conversion it is **mandatory** that each technician have an e mail address in the Defense Civilian Personnel Data System (DCPDS). Please ensure your e mail address is correct by going to MyBiz to verify and update.

PAA Timeline. We would like to introduce you to a new tool to assist you with performance appraisals. The PAA timeline was created to help you remain proactive with Performance Appraisals required actions. Also, imbedded in this timeline are flow charts to help you identify with the PAA process. To view the PAA timeline click on the following link: http://nyngportal/site_docs/paatimeline.html
If you have questions regarding the timeline contact SSG John Amirault at 786-4658 or john.amirault@us.army.mil.

Were we can be found on the web: http: //dmna.state.ny.us/hro/hro.php