

Quarterly Publication from the
Federal Human Resource Office
New York National Guard
FY12/ 3rd Quarter Edition



From COL Williamson, Director, Human Resource Office

The New York National Guard Job Zone was created in November 2011 to assist members of the New York Air and Army National Guard, their Families and our Veterans in finding employment with military friendly employers that understand the commitment these "part time" Service Members have made to their State and Country. The Job Zone webpage is located at www.dmna.ny.gov/jobs. To date, we have had over 45,671 "website hits" and have maintained a steady pace of 250+ hits each day by job seekers. Why does the Job Zone work? The Job Zone works because only Service member and Veteran friendly employers and their positions are listed. There are many advantages to an employer allowing the Job Zone team to list either their individual positions and/or their company's career web link on the Job Zone. First, it is absolutely **FREE** to both the employer and job seeker! The Job Zone will reach a group of individuals that have proven they are dedicated, disciplined and drug free. Our Service members also have military skills that are definitely marketable to the civilian employer. I encourage you to visit the Job Zone website or contact CSM(r) Bob Van Pelt, (518) 786-4605 robert.w.vanpelt@us.army.mil or CSM(r) John Willsey, (518) 786-0389 john.j.willsey@us.army.mil

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MNHF-**ISB**

Tele-work Eligibility Information. Recently, MyBiz pushed out a mass email notification on the subject of Tele-work Eligibility Information. All federal technician positions in the NYNG have been coded as 'Ineligible' for tele-work. Supervisors, if you have an employee who is facing a long-term illness and feel that tele-work is necessary to meet mission requirements, please contact Mrs. Sheila Lindsay, 786-4950, and she will give you additional information on how to proceed with this matter. Please note that there is no mandatory requirement for tele-work, and The State Adjutant General has the responsibility for approving who is eligible for tele-work.



If you are logging onto DCPDS, and receive the error pictured displayed, email your name and phone number to the HelpDesk-NY and tell them you have the "MyBiz Entrust Cert error":

MNHF - AGR

Air AGR Continuation Board (ACB) for initial hires will convene the first quarter of 2013. Reference ANGI 36-101, 3 June 2010. All service member's meeting the board will be notified NLT 90 days prior to convening the ACB. This board will review your records and determine if you will be entered into career status. Point of contact for this office is SMSgt Miller 518-786-4850 or ann.miller3@us.army.mil.



Electronic Mailbox. All AGR applications, if emailed, will be mailed to the following address NGNYArmyAGRAPPS-all@ng.army.mil. This address is located at the top of all AGR Announcements under the physical mailing address. Applications that are sent to any other email address may not be processed or may be sent back to the sender. This new electronic mailbox is checked several times a day. If a Soldier has questions about applications, they can also send their questions through the electronic mailbox as

well or call SGT Martinsen at 518-786-4791.

Keep your Record Brief Up to Date. Your ERB (Enlisted Record Brief) or ORB (Officer Record Brief) is the source document for your DD214. If you are on active duty orders (exceeding 90 days) and are scheduled for Deployment, Retirement or will be coming off Active duty orders for any reason, a DD214 will be issued. In accordance with AR 635-5, Separation Documents, the ERB/ORB is the document for most fields annotated on the DD214. Some of the fields referenced from the ERB/ORB are SSN, Primary Specialty, Date of Rank, Home of Record and Awards. An updated ERB/ORB ensures an accurate DD214. Contact your Unit Administrator for guidance regarding obtaining a copy or updating your ERB/ORB. The POC is SPC Stephanie Dumont, (518) 786-4722 or stephanie.j.dumont@us.army.mil.

Convalescent Leave Requests. IAW AR 600-8-10, Chapter 5, Unit Commanders may approve up to a maximum of 30 days of convalescent leave (42 days after normal pregnancy and childbirth). Hospital Commanders (O-6 and above) are the ONLY approval authority for requests in excess of 30 days (or in excess of 42 days for childbirth). It is the individual Soldiers responsibility to keep the Unit informed of their duty status and to provide supporting documentation pertaining to their convalescent leave to MEDCOM and the AGR office. Please remember that if a Service Member needs to request convalescent leave beyond the 30 days the Unit Commander has approved, they need to submit the original DA 31 request for convalescent leave, the DA 31 request for extension of convalescent leave and supporting medical documentation for further action pending approval. If any requests for extension of convalescent leave is received after the leave has already been taken, Soldiers are running the risk of their request being disapproved and having to use their own regular leave. Questions can be directed to SSG Lydia Montiforte at 518-786-4926.

Change to TRICARE Dental Program (TDP). The TRICARE Management Activity (TMA) procurement team has selected MetLife Insurance Company for the new TDP contract. The new contract goes into effect on 1 May 2012. This new contract will affect family members of uniformed service active duty personnel; members of the Selected Reserve, their eligible family members and survivors; and members of the Individual Ready Reserve and their eligible family members and survivors. Many providers will accept the new contract, but in some cases, you may have to change dentists if you want to receive the benefits of seeing a network dentist.



More information can be found using the following link: <http://www.metlife.com/tricare/index.html#welcome>. Questions can be directed to SSG Lydia Montiforte at 518-786-4926.

MNHF-SEB

One of the most important skills you can learn in life is the ability to understand and manage your finances. The Thrift Savings Plan has added a Roth Feature for all active Federal Employees. The TSP Roth feature will give participants flexibility in the tax treatment of their contributions now and in the future. Simply put, Roth is all about flexibility



when it comes to the tax treatment of your TSP savings. If you decide to make a Roth TSP contribution, the amount that you contribute comes out of your pay after-tax rather than before-tax as it does now. That means that when you take withdrawals from your Roth balance, your Roth contributions come out tax-free. To assist you in making the right choice the TSP has created a special Roth page on <http://tsp.gov/index.shtml> that is linked from the banner at the top of the home page. POC Sheila Lindsay (518) 786-4950.

FedsGetFit. The healthy recipe challenge was a part of the FedsGetFit (FGF) wellness initiative. The challenge was launched during National Nutrition Month on Monday, March 22, 2010 by a panel of celebrity judges, award winning nutritionist and book author, Chef Robyn Webb; and Top Chef finalist, Chef Carla Hall; and WHUR radio show host Darryl Haley. A new Virtual Cookbook includes recipes that were selected as winners of the FedsGetFit Healthy Recipe Challenge. Take a look and try a healthy recipe today!

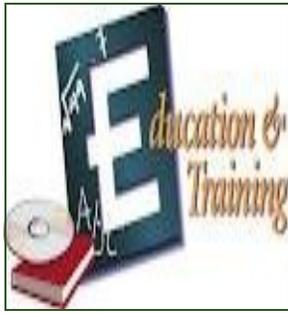


<http://www.fedsgetfit.gov/RecipeChallenge/Recipes.aspx>

For more information contact Sheila Lindsay at (518) 786-4950.



MNHF-PT



Technician Personnel Management Courses. The Federal Human Resource Office is offering 3 Technician Personnel Management Courses. This is required training for full-time technician and AGR supervisors of our military technician workforce. The following dates and locations are offered: 12-14 Jun 2012, located at 106RQW, Westhampton Beach, NY; 14-16 August 2012, located at DMNA, Latham, NY; 11-13 September 2012, located at 174FW, Syracuse, NY. Please submit your nomination for course attendance to SFC Tracey Miller, DSN 489-4685/ (518) 786-4685, email: tracey.c.miller@us.army.mil

Performance Appraisal Application (PAA) Subject Matter Expert (SME) Training. PAA Subject Matter Expert (SME) training will also be offered at each location to senior level supervisors. This additional training on the PAA process is intended to assist personnel locally with addressing various questions and issues pertaining to PAA. For PAA SME training Contact SSG John Amirault, DSN 489-4658 / (518) 786-4658. **Travel Request.** Army AGR travel requests for this training are to be submitted through CW4 Jacqueline O'Keefe, DSN 489-4732/ (518) 786-4732, email: Jacqueline.a.okeefe@us.army.mil. Army technician travel requests through SFC Tracey Miller, DSN 489-4685, (518) 786-4685, email: Tracey.C.Miller@us.army.mil. Air technicians and AGR personnel attending this training should follow travel order request procedures established at each Wing.

HRO Helpful Tips!

Retirement Readiness for You. Our Retirement Readiness NOW initiative is not just about saving money and not just something you do just before retiring. Money is very important, but that's not all. There's a lot more to planning for your future than putting aside income out of each paycheck for retirement. What else is there? Happiness, both today and in your future years, is based on your total well-being. So, when planning for your future, you also need to consider your total retirement well-being that encompasses the following: Networking: What are you doing today that will allow you to be engaged, challenged and fulfilled in retirement? Overall Health: What are you doing to stay healthy so that you can enjoy your retirement years? Wealth: How well are you managing your income and investing for your future so that you will be able to support your desired lifestyle in retirement?

POC Sheila Lindsay (518) 786-4950.

PAA. Your 2012 Performance Plan should be complete. We should be continuing to work on the Interim Review Process - by the end of April, we will be halfway through the rating cycle. PAA and current appraisal status could have an impact on many future actions such as incentives, promotions and any restructuring of the force that may be in our future. If you have not already completed the Performance Plan and Interim Review processes, now is the time to take action. For additional guidance on the PAA process, you can visit our PAA timeline at https://nyarnq.ny.ng.ds.army.mil/paa_timeline/PAAtimeline.html or contact SSG John Amirault at 786-4658 or john.amirault@us.army.mil.

MNHF-EEO

3rd Quarter Observances July 4th is Independence Day, commonly known as the Fourth of July, is a federal holiday in the United States commemorating the adoption of the Declaration of Independence from the Kingdom of Great Britain.

Mandatory Notification and Federal Employee Anti-discrimination and Retaliation Act (No FEAR ACT). In accordance with the NO FEAR Act, all temporary, non-dual status and full time military technician employees are required to complete mandatory No FEAR Act training. For Army Guard technicians visit: <http://nyngportal/dashboard.html>. For Air guard technicians log onto: <https://www.my.af.mil/faf/FAF/fafHome.jsp>. The suspense to complete this training is 30 June 2012.

MNHF-SARC

Sexual Assault Awareness Month (SAAM). During the month of April, DoD joined the national observance of SAAM to raise awareness and promote prevention of sexual violence. Our theme for the month was, "Hurts One. Affects All." This theme sends a strong message on the importance of intervention, while also emphasizing the impact of sexual assault on mission readiness. A few of the initiatives already started include:

- The new Sexual Assault Response LOI
- The NYNG SAAM awareness letter
- TAG hosted a guest speaker from NGB to speak on Sexual Assault at TAG Development Weekend
- 109th Air Wing is hosted a SAAM walk
- Week long table display in JFHQ lobby
- Distributed new awareness materials including black awareness bracelet's:

"WHERE'S YOUR LINE"



Questions regarding this topic contact Mrs Adina Taluto at 518 786 4734 or Adina.m.taluto@us.army.mil

MNHF—Hail & Farewell Corner

After Thirty Years of Long and Faithful service SGM Paul Cox ,AGR Branch Sergeant Major has retired. Congratulations on your well deserved retirement, we wish you all the best in the years ahead. We want to welcome MSG Frank Kehn, SGM Cox's replacement to Human Resources. MSG Kehn and can be reached at (518) 786-4626 or Frank.kehrn@us.army.mil.

We would also like to wish SMSgt Terry Potter best of luck in his retirement. SMSgt Potter has been with the HRO for 15 years, working in the AGR Branch and Information Systems Section. His expertise, work ethic and dedication to the mission of serving our full-time workforce will truly be missed by all of us here. Congratulations on a well deserved retirement. Few have worked as hard as you have. We hope you will enjoy directing your energies into your other special interests.

We can be found on the web at: <http://dmna.state.ny.us/hro/hro.php>