

DMNA

INFORMATION BULLETIN NUMBER 27

8 July 2011

MNAS



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**330 Old Niskayuna Road
Latham, New York 12110-3514
8 July 2011**

Section I. Official

1. TECHNICIAN PERSONNEL MANAGEMENT COURSES FY 2011.

a. The Federal Human Resource Office is offering three Technician Personnel Management Courses for FY 2011. This informative 2 ½ day program, also known as the Technician Supervisor's Course, is required training for full-time technician and AGR supervisors of our military technician workforce.

b. The following dates and locations are offered: 16-18 August 2011, located at 105th Air Wing, Newburgh, NY; 13-15 September 2011, located at 109th Air Wing, Scotia, NY; 18-20 October 2011, located at 107th Air Wing, Niagara Falls, NY.

c. The course covers full range of topics including Labor-Management Relations, Classification, Conduct Management, Pay and Leave, Workforce Management, Staffing, EEO, Performance Management & Incentives, Workers Compensation, Benefits & Retirement, Performance Appraisal Application and the AGR Program.

d. If you are a newly assigned supervisor or manager of technician personnel, or a supervisor who hasn't attended the course within three years, the Human Resource Office staff looks forward to seeing you at the class. Reporting information and times will be provided to registered attendees prior to course start date.

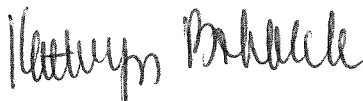
e. Please submit your nominations for workshop attendance to SFC Miller **NLT 1 August 2011** using the contact information listed below. Army AGR travel requests are to be submitted through CW4 Jacqueline O'Keefe, DSN 489-4732/(518) 786-4732. Army technician travel requests through SFC Tracey Miller, DSN 489-4685/(518) 786-4685. Air technicians and AGR personnel attending this workshop should follow travel order request procedures established at each wing.

f. Point of contact is SFC Tracey Miller, DSN (518) 489-4685. (MNHF/4685).

Section II. Unofficial

2. NOT USED

OFFICIAL:



KATHRYN G. BOHACEK
Director, Administrative Support

PATRICK A. MURPHY
Major General, NYARNG
The Adjutant General

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