

Human Resources Quarterly

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New York National Guard

FY11/Q4 Edition

dmna.state.ny.us/hro/hro.php?id=newsletter



From COL Williamson, Human Resource Officer

As we close out this fiscal year, I ask that all supervisors place an emphasis on complying with the technician performance appraisal rating cycle, which ends 30 September for all Technicians in the state. As we have discussed (in this forum and others), the Performance Appraisal Application (PAA) is the new method to accomplish the annual technician rating. If you need assistance on this program, the **POC is SSG John Amirault, (518) 786-4658.**

In October, MNHF will publish DMNA Regulation 451 - Technician Performance Awards Program. This regulation will provide specific guidance on nominating Technicians for performance-based awards. Questions may be directed to **Mrs. Sheila Lindsay at (518) 786-4950.**

MNFP Family Programs

Suicide Prevention. As we come to the close of FY-11 we must stay aware of the signs and symptoms of suicide amongst our fellow Service Members. Remember "ACE" - Ask your buddy, Care for your buddy, Escort your buddy. Also remember the toll free number for assistance 24hrs a day, 7 days a week: 1-800-273-8255(TALK). Please remember September is Suicide Awareness Month!!
POC is Mr. Andrew DePalo, (518) 786-4807

MNHF-ISB Information Systems & Budget

Current Self Service log in statistics:
As of 25 Jul 11 - a total of 82% of Air Technicians, and 80% of Army Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly. If you have not logged in, do so today @ <https://compo.dcpds.cpms.osd.mil/>. If you have never signed into My Biz/My Workplace, you will first need to register your CAC Card.

My Biz. Technicians now have the ability to add non-monetary awards to their technician personnel record in My Biz. Supervisors have the ability to view all the awards of their technicians through My Workplace. When you sign on to My Biz/My Workplace a new "What's New" topic under 'Favorites' on the Navigator Page provides detailed information on how to access and update award information. You can access My Biz Login at <https://compo.dcpds.cpms.osd.mil/> You can access more information about My Biz at this web site: <http://www.cpms.osd.mil/hrbits/selfservice.aspx>

My Workplace. If you are a supervisor of Technicians, then you need to be sure you have logged into My Workplace. There are many important pieces of data available on each of the Technicians you supervise. All of the

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Notification of Personnel Actions are available for each of your Technician employees via My Workplace plus many more important items of information necessary for you to supervise your employees.

You can find more information about My Workplace on the CPMS website:

<http://www.cpms.osd.mil/forms/cpms/search.aspx>.

POCs are SMSgt Terry Potter, (518)786-4666 and TSgt Zak Kergel, x4991

MNHF-AGR

Active Guard/Reserve (Army & Air)

Changing of the Guard. The AGR office would like to recognize and thank SFC Matt Starr for his outstanding professionalism and support of our AGR force during the past 12 months. SFC Starr is preparing to deploy and is working in his upcoming duty assignment. We also want to welcome SGT David Martinsen who will be replacing SFC Starr. SGT Martinsen's duties include AGR application and ADOS packet review, Expired Duty Reports and In-processing newly hired AGR personnel. We wish SFC Starr well in his upcoming deployment, and congratulate both Soldiers on their new duty assignments.

SGLI Reimbursement. Eligible personnel may apply for reimbursement of SGLI premiums paid during periods of qualified duty. This reimbursement applies to service members enrolled in the SGLI program. It is the responsibility of the service member to apply for SGLI premium reimbursement IAW DMNA Reg 1-2. A policy memorandum will be distributed in the near future with a suspense date for all SGLI submissions. Late submissions will not be processed.

POC is SGT Montiforte, (518) 786-4926 or lydia.montiforte@us.army.mil.

ATTENTION DEPLOYING SOLDIERS. Below is important information you will need to be aware of for your upcoming mobilization / deployment:

1) Finance. When you are going through your SRP at your mobilization station, please remind the finance office that you are an AGR Soldier. This will ensure that you do not run into any serious pay issues (i.e. being separated from the Active Duty pay system, allotments stopping, etc...). Also, please remember that if you are entitled to a Family Separation Allowance, the Family Separation Allowance will not start until the 31st day you have been separated from your dependants.

2) TRICARE. When your AGR orders are amended for deployment resulting in a new AGR end-date, you and your dependants will fall off DEERS and no longer eligible for TRICARE (effective the following day your orders end). Please remember that you need to re-enroll yourself and your dependants back into TRICARE at your earliest convenience. It is also important for you to remember that enrollment in TRICARE is based off of the 20th of the month rule. This means that your enrollment application must be with a TRICARE enrollment representative before or on the 20th of the month in order to have TRICARE coverage the first of the next month. If your enrollment application has been received after the 20th of the month, you and your family members coverage will be effective the first of the following month.

3) BAH while deployed. IAW the new attached NGB Policy Memorandum, BAH for AGR Soldiers Mobilizing in Support of Contingency Operations, "effective 4 February 2011, an AGR Soldier deploying in support of a Contingency Operation must be paid BAH based on their primary residence". The AGR office

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will need a copy of your DA 5960 and mobilization orders. Please ensure that the address on your mobilization order is correct, because that will be the HOR that is going to be used for the update with the pay system. If Soldiers do not update their BAH in a timely manner of mobilization, depending on the location of your HOR, Soldiers run the risk of accruing a debt because of the difference in BAH from your HOR vs your Duty Station. **POC is SGT Montiforte, (518) 786-4926.**

DD Form-214s. If you are resigning, retiring or mobilizing out of the AGR program, please make sure your ERB/ORB and RPAS statement is accurate at least 90 days prior to your departure date. This action helps avoid the last-minute scramble to locate missing documentation and ensures your receiving a valid DD-214 in a timely manner. If you need a copy of your ERB/ORB and RPAS Statement, the **POC is SPC Stephanie Dumont, (518) 786-4722 or stephanie.j.dumont@us.army.mil.**

Processing DTS Travel Vouchers. Soldiers must ensure they follow-up in the Defense Travel System (DTS) once they've completed their AGR Travel. The funds obligated to support the completed travel become de-obligated in the event the Soldier fails to submit a voucher in a timely manner. **POC is SGT David Martinsen, (518) 786-4791 or david.martinsen@us.army.mil.**

MNHF-SEB

Staffing & Employee Benefits

Performance Appraisal Application (PAA):

The Performance Appraisal Application in MyWorkplace is the sole source for processing federal Technician appraisals.

At this time, all the Performance Plans should have been established and Approved, and Supervisors should have completed the Interim Review process for each technician he/she rates. As a reminder, the rating cycle for all Technician employees ends 30 September 2011 and appraisals must be completed in the PAA NLT 30 October 2011.

If you need assistance with PAA, the **POC is SSG John Amirault, (518) 786-4658.**

Leave Without Pay: As a military technician, you may have to use Leave Without Pay (LWOP) status to cover your absence from technician duties. There are some possible benefits, limitations and costs of using LWOP. There are two types of LWOP, as defined by the pay code, KA (personal) and KG (military). There are differences and similarities for each code. Additional information can be found at <http://dmna.state.ny.us/hro/tech/files/LEAVE%20WITHOUT%20PAY%203rd%20Qtrdocx.pdf>

POC is Sheila Lindsay, (518) 786-4950