Human Resources Quarterly

Quarterly publication from the
Federal Human Resource Office
New York National Guard
FY12/Q1 Edition
dmna.state.ny.us/hro/hro.php?id=newsletter

From COL Williamson, Human Resource Officer

As we enter a new fiscal year, we continue to automate more Human Resource Programs. As of 1 October 2011, the technician vacancy announcements and job application process moved to USA Staffing and USA Jobs. USA Jobs is a web-based network designed to standardize the reach of technician vacancies nationwide. The Human Resource Office will transition all technician hard copy Official Personnel Folders (OPFs) to electronic OPFs (e-OPFs) beginning FY2012/Q2. The e-OPFs will incorporate the same business rules as the OPF did, but the documents will be digital. The e-OPF program will introduce increased security measures and access controls. E-OPF will interface with the Electronic Benefits Information System (EBIS) ultimately improving benefit transactions.
POC is Sheila Lindsay, (518) 786-4950

MNHF-AGR

Active Guard/Reserve (Army & Air)

Defense Eligibility Enrollment Reporting System (DEERS) Update:
Every service member is responsible for ensuring they and their dependants are properly enrolled into DEERS. Any time a service member is placed on Title-10, Title-32 or Active Duty Operational Support (ADOS) orders, the individual must enroll (or re-enroll) into DEERS. AGR personnel continuing their AGR Tour or returning from Title-10 duty and reverting back to a Title-32 AGR status must also re-enroll in DEERS once their new orders have been published. Failure to do so will result in the service member and/or their dependants being dropped from coverage. The following link provides a list of Real-Time Automated Personnel Identification System (RAPIDS) locations used for enrolling into DEERS:
http://www.dmdc.osd.mil/rsl/appj/site?execution=e1s1

This site also provides a list of the documents required for members and their dependants to enroll.
POC is SSG Kyle Murphy, (518) 786-4883 or kyle.murphy@us.army.mil.

National Guard Professional Education Center (PEC) Courses:
Newly hired or reclassifying AGR personnel are required to complete duty-specific PEC courses within 12 months of AGR assignment. Personnel losing a reserved seat or being bumped from a wait-status must attempt to re-enroll into the next available course. Soldiers completing online PEC courses must make sure they are credited with completion in ATTRS.

POC is SSG Kyle Murphy, (518)786-4883 or kyle.murphy@us.army.mil.

Defense Travel System (DTS) Update: Effective immediately, all personnel requesting DTS travel orders Travers will add the following statement in DTS under other authorizations: "Secure Video Teleconference (SVTC) and web-based communications are not sufficient to accomplish the travel objective." By adding this statement, the traveler is verifying the objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications or other appropriate means. POC is CW4 O'Keefe, (518) 786-4732 or jacqueline.a.okeefe@us.army.mil.

NGB Form-22 (Report of Separation and Record of Service) and AGR Job Applications:
The NGB Form-22 only applies to AGR applicants who received this form during a previous separation from the ARNG. Like the DD-214, applicants with an NGB Form-22 in their permanent records must include a copy of this separation document with their AGR application packet. POC is SGT David Martinsen, (518) 786-4791 or david.martinsen@us.army.mil.

Defense Finance and Accounting System (DFAS) Audit during AGR Resignation or Retirement:
When a Service member leaves the AGR Program, either by resignation or Retirement, DFAS holds the service member's final pay in order to complete an audit. The audit process takes *approximately* 20 business days. DFAS audits the member's history of pay, leave and any outstanding debts that may need to be recouped. If the Soldier has an outstanding debt, DFAS will deduct the debt balance from the member's final pay. Once DFAS completes the required audit, the service member will receive the monies owed. POC is SPC Dumont, (518) 786-4722 or Stephanie.dumont@us.army.mil.

MNHF-ISB
Information Systems & Budget

Employment Verification Tool on MyBiz:
The Employment Verification Tool is a self-service MyBiz tool which allows technicians to conveniently provide employment verification and/or salary information to third party external organization (e.g. a bank) directly from the Defense Civilian Personnel Data System (DCPDS).

All information is sent via secure internet. Technicians may log into their self-service MyBiz account to access this tool. To utilize the employment verification tool, technicians need the requester's email address, along with their own work or personal email address to use as confirmation and validation of their employment verification.

The following information is sent to the requester via email:
Employee Name
Last 4 of SSAN
Original Date of Hire
Rate of Pay
Reference Number
Current Date
Employment Status
Position Title
Salary (if selected)

Email address
Employer Name and Address
Most Recent Start Date
Total Time with Employer
Average Hours per Pay Period
POCs for technical problems logging into MyBiz: SMSgt Terry Potter at (518)786-4666 and TSgt Zak Kergel at x4991

MNHF-SEB

Staffing & Employee Benefits

Performance Appraisal Application:
30 September 2011, marked the closeout of our first performance appraisal under the new Performance Appraisal Application (PAA).

Remember all technicians' annual appraisals under PAA run from 1 October through 30 September. By now everyone should have a plan in place as well as an interim review, which is a requirement under PAA.

The annual appraisal must be completed by the supervisor by 7 November 2011. Then, it is time to focus on the 2012 appraisal period and update the job objectives for the next rating period.

This directorate will continue to provide guidance to anyone requiring assistance in completing the appraisal process.
POC is SSG John Amirault, (518) 786-4658.

Technician Performance Awards:
We are pleased to announce the publication of DMNA Regulation 451 – Technician Performance Awards Program. This regulation provides specific guidance on nominating Technicians for performance-based awards. Nominations will be considered by a Joint Performance Awards Board. Please note the 15 December 2011 deadline to submit performance award nominations for the appraisal year that ended 30 September 2011.
POC is SSG John Amirault, (518) 786-4658.

Annual Leave Restoration:
As a reminder, 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.

Administrative Error: The Human Resource Office determines what constitutes an administrative error.

Exigency of the Public Business: The Human Resource Office determines that an exigency – i.e., an urgent need for the technician to be at work – is of major importance and that excess annual leave cannot be used.

Sickness: The Human Resource Office determines that the annual leave was forfeited because of a period of absence due to a technician's sickness or injury that occurred late in the leave year or was of such duration that the excess annual leave could not be rescheduled for use before the end of t he leave year.

The HRO may consider for restoration annual leave that was forfeited due to an exigency of the public business or sickness of the technician **only** if the annual leave was scheduled in writing before the start of the **third biweekly pay period prior to the end of the leave year.**

National Emergency by Reason of Certain Terrorist Attacks: On March 4, 2002, OPM issued final regulations that permit "use or lose" annual leave to be restored to technicians whose services are determined to be necessary for the current national emergency. Such technicians are entitled to have their excess annual leave restored without the administrative burden of scheduling and canceling such leave.

POC is Sheila Lindsay, (518) 786-4950

2011 Federal Benefits Open Season:

The 2011 Federal Benefits Open Season will be 14 November through 12 December 2011. This Open Season will cover the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Programs (FEDVIP) and Flexible Spending Account Program (FSA).

FEHB: Technicians wishing to enroll or change enrollment for FEHB must do so through the Army Benefits Center – Civilian, Employee Benefits Information System (EBIS). Information regarding plan changes for 2012 can be found at www.opm.gov/insure.

No change is required if you are continuing with your current plan.

One plan in New York will no longer be participating in the FEHB. Those technicians who are currently enrolled in Univera Health Care (Q81/Q82) MUST elect another plan during Open Season **or they will not have health coverage in 2012.**

FEDVIP: As with the FEHB Program if you wish to remain with current coverage no election is required.

Technicians wishing to enroll or change enrollment for the Dental/Vision Programs must do so through the FEDVIP website www.benefeds.gov.

FSAs: Flexible Spending Accounts are available to technicians for both health care expenses and family care expenses. These are accounts where you contribute money from your salary BEFORE taxes are withheld then get reimbursed for your out-of-pocket health and dependent care expenses. Unlike FEHB and FEDVIP if you currently have a Flexible Spending Account and wish to continue participating, you need to make a new election during Open Season.

Technicians wishing to enroll or change enrollment for Flexible Spending Accounts must do so through the FSA website www.fsafeds.gov.

REMEMBER:

All Open Season Elections and Changes must be made during the period 14 November through 12 December 2011.

POC is Sheila Lindsay, (518) 786-4950