February 2013

Human Resources Quarterly Newsletter

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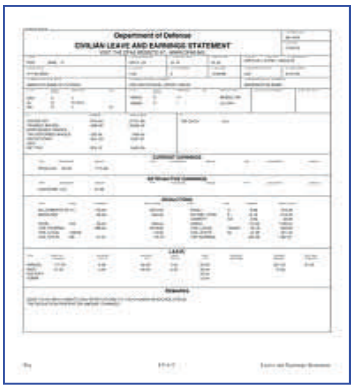
From the Director's Desk

The Technician Workforce has concluded its second Performance Appraisal Application (PAA) cycle. By now Supervisors have become accustomed to the benefits of the automated appraisal system and have learned to navigate the various PAA menus. With the implementation of any new system it's important to focus on the intent of the application. When used appropriately PAA improves communication between the Supervisor and the employee. PAA was designed to link performance management with organizational goals. Performance Objectives are put together collaboratively between the Supervisor and the employee. PAA also strives to quantify performance and its tie to organizational goals. In accessing PAA implementation thus far, Supervisors need to focus more on building stronger performance objectives linked to Organizational Goals and continue to build measureable performance objectives. Supervisors also need to become familiar with PAA suspenses and submit timely employee feedback. Remember the end of **March** is interim employee reviews. The HRO office is here to help. We provide each JFHQ Directorate, Wing and GOCOM with PAA training and appraisal status. I solicit your help in strengthening our PAA posture as we work through FY13. If you need PAA help please call SSG John Amirault at (518) 786-4658.

Featured Article — Federal Technicians returning from deployment are advised to check their LES

Service members returning to technician status from Absent US under Contingency Operations are advised to carefully check their LESs for possible erroneous FEHB debt premiums. Due to coding discrepancies and DFAS interface issues, we have learned that the employee share of the FEHB premiums that should be paid by New York National Guard for deployed members are showing up as a debt upon return to technician status. **Please note** we are working closely with DFAS and NGB to resolve this situation. If you notice a FEHB debt on your LES please contact TSgt Brittany Nations at (518) 786-4681.



MNHF-AGR

Soldiers requiring a waiver can only extend for 6 months!

Waiver Extensions

If a Soldier is flagged 999M, they will need a medical waiver granted from MNP. Soldiers requiring a waiver can only extend for the maximum length of time of 6 months. Once they are no longer 999M they can complete a regular full extension. Soldiers requiring a waiver need to submit it through the chain of command through the AGR office to MNP no later than 45 days prior to expiration of current AGR orders in order to prevent disruption of pay, entitlements and Tricare coverage. POC SSG David Martinsen (518) 786-4791.

"Important dates that may affect your AGR status"

Continuation Boards

AGR Air Continuation Board

Initial AGR Air Continuation Board is scheduled to convene in Latham. NY on 4-6 March 2013. Airmen completing 25 months or more of their initial AGR tour will have their records reviewed to determine continuation in the AGR program. POC SGM Frank Kehn (518) 786-4626.

AGR Army Continuation Board

Initial AGR Army Continuation Board is scheduled to convene in Latham, NY 20-22 May 2013. Soldiers completing 25 months or more of their initial AGR tour will have their records reviewed to determination continuation in the AGR program. POC SGM Frank Kehn (518) 786-4626.

Are you just returning from deployment? If so, you need to confirm your Tricare status!

Tricare status requires confirmation

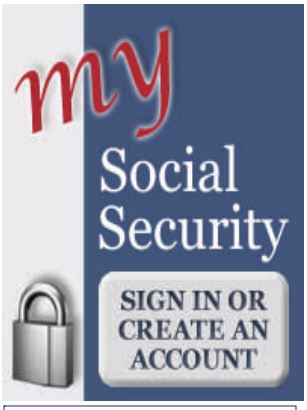
AGR Soldiers returning from deployment need to confirm their status with Tricare to ensure they have not been placed in the Transitional Assistance Management Program (TAMP) program which only provides coverage for Soldiers and families for up to 18 months. Transition Centers are automatically placing deployed Soldiers under the TAMP program so please verify your records.

POC
SSG Lydia Montiforte
(518) 786-4926.

MNHF-SEB

Social Security Statement Online

The Social Security Administration has new "my Social Security" online services. If you currently receive benefits, you now can get a benefit verification letter; change your address and phone number; and start or change your direct deposit. That's in addition to accessing your earnings record and viewing benefit estimates if you do not currently receive benefits. People age 18 and older who are not receiving benefits can sign up for a Social Security account to get a personalized online Social Security Statement. The online Statement provides eligible workers with secure and convenient access to their Social Security earnings and benefit information, and estimates of future benefits they can use to plan for their retirement. In addition, the portal also includes links to information about other online services, such as applications for retirement, disability and Medicare. For more information, go to www.socialsecurity.gov/myaccount. POC: Mrs. Sheila Lindsay at (518) 786-4950.



Social Security Administration has a new "my social security" online services!

Compensatory Time

Compensatory time off is time off from regularly scheduled work in lieu of compensation for overtime worked. Supervisors are responsible for ensuring that workweeks are scheduled, so far as practical, to support peak workloads in order to minimize the requirement for compensatory time. Except in the most unusual circumstances, compensatory time worked must be approved in advance by the supervisor utilizing the NGB Form 46-14 (Request, Authorization and Report of Compensatory Time). For purposes of compensatory time for travel includes: Time spent traveling between the official duty station and a temporary duty station; time spent traveling between two temporary duty stations; and the usual waiting time (1-2 hours) that precedes or interrupts such travel (e.g. waiting at an airport or train station prior to departure). An extended waiting period during which the technician is free to rest, sleep, or otherwise use the time for his or her own purposes is not considered time in travel status. POC: Mrs. Sheila Lindsay at (518) 786-4950.

"Compensatory time earned must be taken within 26 pay periods or will be forfeited. There are no provisions for the restoration of compensatory time lost."

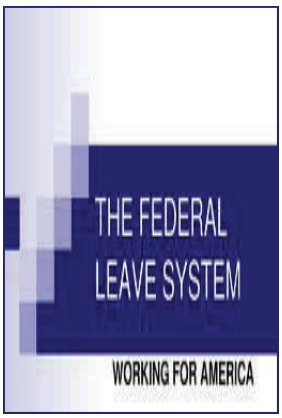
Claimant Query System (CQS)

Federal employees now have access through the Office of Workers' Compensation Programs' (OWCP) web bill processing portal for case specific information regarding their own federal workers' compensation claim (s). The Claimant Query System (CQS) is designed to provide injured workers with 24-hour access to their case file status; accepted conditions; address of record; compensation claim status; and compensation payments, dates, and periods covered. The CQS also provides specific information on medical billings, reimbursement requests, eligibility and authorization inquiries. To access CQS, employees can go through the Department of Labor secure web portal at http://owcp.dol.acs-inc.com to access their cases. Once you log in further instructions can be found on the website. POC SGT Stephen Clemente at (518) 786-4448.

"Federal employees now have access through the Office of Workers' Compensation Programs' (OWCP) web bill processing portal to case specific information regarding their own federal workers' compensa-

MNHF-SEB– Con't

Technician Annual Leave Restoration



As a reminder 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, emergency of the public business, or sickness of the technician. Restored annual leave is maintained in a separate account. 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 those instances as stated above and only if the annual leave was scheduled in writing. POC is Mrs. Sheila Lindsay at (518) 785-4950.

Electronic Official Personnel File (eOPF)

If you have not logged into eOPF, please take a moment to do so!

On 25 August 2012, NGB turned on the mandatory eOPF application for the agency. Within the next few months, they will be asking us to send all of our OPF's to them for scanning into the system. If you have not logged into eOPF, please take a moment and do this, the address is

https://eopf.nbc.gov/opm/

Note that you will only be able to see actions that have processed on your record since August 2012 in the program right now. In the future, whenever a new document is added to your eOPF an email notification will be sent to you, if you request that option. The eOPF will replace the paper OPF and allows the National Guard to more effectively manage and administer the OPF process and provide employees access to their individual files through a secure internet connection. The HRO will no longer maintain paper Official Personnel Folders (OPFs).

POC SFC Jennifer Roshong , (518) 786-4725.

Helpful Technician Performance Appraisal Application (PAA) Tips

1. Use spell check.
2. Recommend at least 5 job objectives.
3. Job objectives should be measurable and quantifiable.
4. Rating official's assessment comments must support objective rating.
5. Recommend employee always provide a self assessment.
6. Recommend Rated employee and Rating Official meet face to face when possible.
7. Appraisal comments should not include the dual status technicians' Military duties.
8. Appraisals should not be written like NCOER's / EPR's.

POC SSG John Amirault (518) 786-4658

MNHF-SEB– Con't

Taking the Mystery Out of Retirement Planning-Booklet

If you are one of those people who want to plan - and are about 10 to 15 years from the day you retire, this booklet developed by the Department of Labor, will give you clues on how to take control of your finances so that when you retire, you have the time and money to do what you've always wanted. This online version of **Taking The Mystery Out Of Retirement Planning** includes interactive worksheets that you complete as you read each chapter. You can download the fully illustrated 62-page Adobe PDF narrative or call toll free 1.866.444.3272 to order copies. For more information visit: http://www.dol.gov/ebsa/publications/nearretirement.html

POC: Mrs. Sheila Lindsay (518)786-4950.

MNHF-ISB

MyBiz/MyWorkplace

All Title 32 Technicians, and Supervisors of Federal Technicians, are reminded that they need to go to the Update My Information link and update their work e-mail with their actual military e-mail. It is your responsibility to keep your email address updated in the Defense Civilian Personnel Data System (DCPDS). With the recent upgrade to the new DISA Enterprise Email, employees should ensure their MYBIZ/MYWORKPLACE email information in DCPDS is up-to-date.

POC: SMSgt Edward Warner (518) 786-4666.

Verification of Employment

"Provide secure access to someone wanting to verify your employment and income data,"

You can now do this from your MyBiz account. Select "Employment Verification". Elect the details to share for employment and salary or for employment only. You will need the e-mail for the bank, agency or individual the information should be forwarded to. You will receive a copy by e-mail also.

https://compo.dcpds.cpms.osd.mil

POC: SMSgt Edward Warner (518) 786-4666.

The Work Number (TALX) for Employment Verification, which was terminated 10 Feb 2011, was reinstated effective 6 Sep 2011. National Guard Technicians can resume using this process for employment verification. Keep in mind that the data in TALX will NOT include the employment periods from 10 Feb 2011 to 6 Sep 2011. However, all employment periods are in the Defense Civilian Personnel Data System (DCPDS) through MyBiz. You may choose either TALX or DCPDS for employment verification. TALX can be reached at 1-800-367-5690 or visit www.TheWorkNumber.com.

MNHF-O&T

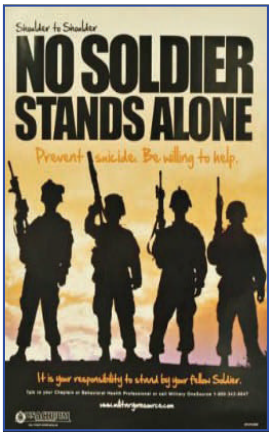
Computer Training for Technicians

Computer Visions and New Horizons are two civilian training companies that can provide training in comprehensive and customized computer skills. Both companies offer onsite and in-house training to technician employees. Popular classes offered are: Access, Excel, Outlook, PowerPoint, Word and Windows 7 & 8. If you have technician employees that are in need of computer training or certification contact
SFC Tracey Miller at (518)786-4685.
Lists of available courses are posted on the following links:
http://www.compvisions.com/classes/index.php

2013 Technician Personnel Management Course

Ronkonkoma, 4-6 Jun, Latham, 13-15 August, Niagara Falls, 17-19 September 2013
POC: SFC Tracey Miller, (518)-786-4685.

MNHF–FP



ASIST/RTA Courses

Risk Reduction and Suicide Prevention (R3SP) and Comprehensive Soldier and Family Fitness (CSF2) Program, courses are conducted at Camp Smith on a monthly basis. There are still vacancies in the Applied Suicide Intervention Training (ASIST) and Resilience Training Assistant (RTA) Courses that are being held 3-8 February 2013 and 3-8 March 2013. Soldiers who are unable to attend the 6 day ASIST/RTA Course or are only interested in the ASIST portion of the course, may register for the 2 day ASIST Workshops that are conducted 4-5 FEB or 4-5 MAR 2013.

POC: SFC Melissa Guckian at (914)788-7341 or melissa.s.guckian@us.army.mil.

Army Yellow Ribbon Reintegration Events

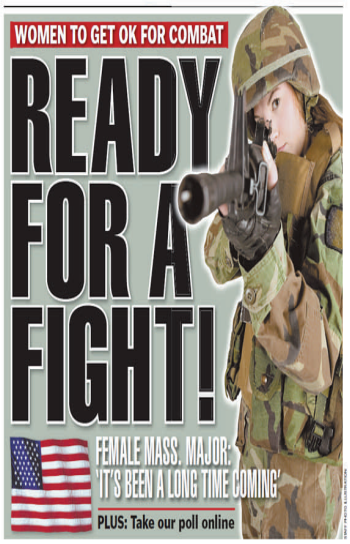
Please ensure your Soldiers are attending the appropriate Yellow Ribbon event.

- 30 Day Event - 27th BCT (Chalk 3) - White Plains - 2MAR13
- 60 Day Event - 27th BCT (Chalk 2) - White Plains - 3MAR13
- 30 Day Event - 27th BCT (Chalk 3) - Buffalo - 9MAR13
- 60 Day Event - 27th BCT (Chalk 2) - Buffalo - 10MAR13
- 30 Day Event - 27th BCT (Chalk 3) - Albany - 24MAR13

POC: CW2 Scott Walker at (518) 786-0398.

Job Fair - Lexington Armory - 27 MAR 13

POC: Mr. John Willsey at (518) 786 0398 or john.j.willsey.civ@mail.mil.



Special Observances

Women's History Month

(1 – 31 March2013)

It's official: Women can now serve in combat roles

U.S. military leaders formally lifted the ban on women serving in combat positions, with Defense Secretary Leon Panetta saying women have become an "integral part" of the military and have already demonstrated their willingness to fight during the wars of the last decade.

The Army National Guard in several states reacted positively and quickly when the Pentagon lifted its ban on women serving in combat, opening hundreds of thousands of front-line positions to women after generations of limits on their service.

SHARP Training

The NYARNG will host an 80 hour SHARP course scheduled 5 to17 May 2013, at the Latham Armory. The target audience for this course are BDE and BN level SARC/SHARPs and VA/SHARPs. Please contact your unit administrator for more information and registration.
POC: CW2 Heather Langley at (518) 786 –4735.

We are on the Web!
http://dmna.ny.gov/hro/?id=newsletter

This newsletter is for you! Please take the time to email me and let me know what you got from it and how useful it was. Also, let me know what you would like to know more about. POC kelly.f.hilland.mil.@mail.mil

Human Resources Office
MNHF

Phone: (DSN) 489-XXXX, Cml (518) 786-XXXX, Facsimile (518) 786-4497

Symbol	Ext	Title or Position Description	Name/E-Mail Address
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	4721	Director	COL Curtis Williamson/curtis.b.williamson.mil@mail.mil
	4488	Operations Officer	LTC Kelly Hilland/kelly.f.hilland.mil@mail.mil
	4978	HR Specialist	Ms. Lisa Ashley/lisa.a.ashley.civ@mail.mil
MNHF-O&T		**OPERATIONS AND TRAINING**	
	4488	Supervisor, HR Specialist	LTC Kelly Hilland/kelly.f.hilland.mil@mail.mil
	4685	HR Specialist – Training	SFC Tracey Miller/tracey.c.miller.civ@mail.mil
MNHF-ISB		**INFORMATION SYSTEMS & BUDGET**	
	4782	Supervisor, HR Specialist	CW3 Priscilla Burnah/priscilla.l.burnah.mil@mail.mil
	4666	HR Specialist (Info Systems)	SMSgt Edward Warner/Edward.l.warner.mil@mail.mil
	4991	HR Specialist (Info Systems)	MSgt Zachary Kergel/zachary.a.kergel.civ@mail.mil
	4863	Budget Assistant	SSG Jill Lange-Sarsfield/jill.r.langesarsfield.mil@mail.mil
MNHF-EEO		**EQUAL EMPLOYMENT OPPORTUNITY**	
	4733/4735	EEO/State Equal Empl Mgr (SEEM)/SARC	CW2 Heather Langley/heather.langley@us.army.mil
	4621	Equal Employment Assistant	MSgt Donna Torres/donna.m.torres.mil@mail.mil
MNHF-CL		**CLASSIFICATION AND LABOR RELATIONS**	
	4730	Supervisor, HR Specialist	Ms. Haydee Sullivan/Haydee.e.sullivan.civ@mail.mil
	4978	HR Specialist - Classification	Ms. Lisa Ashley/lisa.a.ashley.civ@mail.mil
	4647	HR Specialist – Labor Relations	Ms. Karen Patnode/Karen.m.patnode.civ@mail.mil
MNHF-SEB		**STAFFING, EMPLOYEE BENEFITS & COMPENSATION**	
	4950	Supervisor, HR Specialist	Ms. Sheila Lindsay/mary.s.lindsay.civ@mail.mil
	4728	HR Specialist – Staffing	2LT Shannon Pingitore/sanning.m.pingitore.mil@mail.mil
	4725	HR Specialist – Benefits	SFC Jennifer Roshong/jennifer.l.roshong.civ@mail.mil
	4658	HR Specialist – Performance Mgmt	SSG John Amirault/john.j.amirault.mil@mail.mil
	4727	HR Specialist – OWCP	SGT Stephen Clemente/stephen.a.clemente.mil@mail.mil
	4659	HR Specialist – Staffing	SGT Avis Sanchez/avis.a.sanchez.mil@mail.mil
	4681	HR Specialist – Benefits	TSgt Brittany Nations/brittany.n.nations.civ@mail.mil
	4448	HR Assistant – Benefits	SPC Aaron Smith/aaron.j.smith239.mil@mail.mil
MNHF-AGR		**ACTIVE GUARD/RESERVE BRANCH**	
	4732	AGR Branch Manager (Army/Air)	CW4 Jacqueline O'Keefe/jacqueline.a.okeefe.mil@mail.mil
	4626	AGR NCOIC (Army/Air)	SGM Frank Kehn/frank.j.kehn.mil@mail.mil
	4850	HR Assistant – Air	SMSgt Ann Miller/ann.m.miller8.mil@mail.mil
	4736	HR Assistant – Military (Air)	MSgt Brian Roberts/brian.m.roberts5.mil@mail.mil
	4703	HR Assistant - Orders (Army)	SFC Mathew Starr/matthew.j.starr3.mil@mail.mil
	4791	HR Assistant – Vacancy Announcements (Army)	SSG David Martinsen/david.p.martinsen.mil@mail.mil
	4926	HR Assistant – Medical/Pay NCO (Army)	SSG Lydia Montiforte/lydia.f.montiforte.mil@mail.mil
	4722	HR Assistant – Retirements (Army)	SGT Stephanie McIntyre/stephanie.j.dumontmacintyre.mil@mail.mil
	4697	HR Assistant – Military (Air)	A1C Rachel Bentley/rachel.l.bentley5.mil@mail.mil
	4833	Special Projects	Michael Bullis/michael.a.bullis.ctr@mail.mil
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MNFP		**FAMILY PROGRAMS**	
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	0394	Operations Officer	CW2 Scott Walker/scott.e.walker18.mil@mail.mil