



WVNG HRO NEWSLETTER

January 2008

FROM THE DESK OF COL RUNYON

January 2008, where did 2007 go? We are in the second quarter of Fiscal (Training) Year 2008 and the historic OPTEMPO of the West National Guard (WVNG) continues as does the mission success we have come to know and others have come to expect from the WVNG. You, the Full-time Support Staff (FTS) of our Guard, are instrumental in this success. You work countless hours to set the conditions for our Traditional Guardsmen to report to duty and in short order assume their role as Soldier or Airman and step out quickly to execute the task before them. For this you are to be commended and congratulated. But your personal efforts often come at a price, your personal well being in the form of taking care of yourself physically, emotionally, and mentally. It also can take the form of neglecting your own career. I encourage you to reach out to your Human Resource Office and its staff to help you address those personal issues that have been set on the back burner so you can focus on taking care of the Soldiers, Airman, and Family members of your unit. In this issue, you are provided information on Benefits, specifically Military Deposits for Technicians, and, for both Technicians and AGRs; preparing for retirement. I encourage you to contact your Human Resource Office early and often and allow us to help you put things in order so that you can retire and enjoy what you will have no doubt earned as a member of the FTS of our Great Guard.

TECHNICIAN BENEFITS

Military Deposits

If you are making a deposit for military service we need your assistance. DFAS has procedures that require the individual and HRO to take actions.

When your military deposit is paid in full the LES will reflect that in Block 20. You should contact HRO-Tech Svcs, who will then contact DFAS and request an OPM 1514 that will officially document proof of payment.

If you submit more than one period of service, DFAS will only process one at a time and only the deposit amount for that first period will appear on the LES. Once that period is paid in full you are responsible for contacting the HRO-Tech Svcs who will contact DFAS to process the next period of service. If you have to make a

(Cont'd) deposit and do not see it on your LES within 4 pay periods contact the HRO-Tech Svcs. We are trying to track and assist employees with this to ensure proper credit is received.

Help us help you and your goals for retirement credit.

Technician HRO Website

Consider making the HRO website a "favorite". Information on Awards, Technician Appraisals, Leave, Training, Health and Life Insurance can be located at <http://www.wvang.anf.af.mil/hro>.

Bereavement Leave

Technically there is no bereavement leave however; a technician may use up to 13 days of sick leave for general family care and bereavement. "Family member" is defined as:

- ❖ spouse, and parents thereof;
- ❖ children, including adopted children, and spouses thereof;
- ❖ parents; brothers and sisters, and spouses thereof;
- ❖ Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

RETIREMENT/WORKERS COMPENSATION

Technician Retirement Info

How to begin planning for retirement

With a new year, you have a new opportunity to think about your retirement planning. You should begin planning for retirement at least five years prior to the anticipated date that you have set for retirement. This will ensure that you will be eligible to continue certain benefits into retirement. Your health and life insurance overages are of immediate concern because you must carry coverage continuously for at least five years before your retirement or you may be ineligible to continue them. There are many factors related to retirement planning and it is never too early to begin. The federal annuity is only one element to consider in today's complex financial scene. You may need to start or increase your Thrift Savings Plan many years before considering actual retirement.

Your Human Resource Office can help guide you through the retirement processes. We can supply you with all the information that you will need and help you make preliminary decisions about when you can afford to retire. We can also assist in deciding whether to make any necessary payments to receive credit for military service, temporary Federal employment prior to 1/1/1989, or a repayment of any retirement contribution refunds (CSRS only).

www.opm.gov/retire/html/faqs

Technician Annuitant (Retirees) Information

2008 COLA'S

Retired Federal Employees and entitled surviving family members of deceased Federal Employees have received a cost-of-living adjustment (COLA) effective December 1, 2007 which will be first reflected in the benefit payable January 2, 2008.

Under the CSRS, the COLA will be 2.3 % for those who have received benefits for at least one year. Under the FERS, the COLA will be 2.0 % for those who have received benefits for at least one year. Federal Employees Retirement System (FERS) and FERS Special Cost-of-Living Adjustments are not provided until age 62, except for disability, survivor benefits, and other special provision retirements. FERS disability retirees get the adjustment, except when they are receiving a disability annuity based on 60 percent of their high-3 average salary.

Workers Compensation

Supervisors can now go online to complete eLearning Modules to train on filling out the electronic CA-1 and CA-2. Simply click <http://www.cpms.osd.mil/icuc/icuctraining.aspx>.

STAFFING

Applying for Employment

When applying for employment make sure you look over your application that you have complete dates. If you are using an application that does not take a date in the TO: BLOCK, make sure you write in the date or "present" in the block or no credit will be given for that experience. Each description of Work Experience must indicate a beginning and ending date. When explaining your duties and responsibilities you must give examples. Do not copy the General and Specialized Experience or the duties and responsibilities from the job announcement. Write it up in your own words giving examples and give details on job experience.

WV TPR 300-1 dtd 15 Jul 99, para 3-6e

Individuals applying for positions requiring commissioned officer or warrant officer status, who do not possess the required status, may be considered if the application contains a signed statement of eligibility by the appropriate Military Personnel Officer. Enlisted personnel applying for "officer only" positions are not required to test for the Air Force Officer Qualification Test (AFOQT)/Officer Selection Battery Test (OSBT) until the recommendation has been approved. An individual selected for an officer or officer/warrant officer position may not be promoted, reassigned, or detailed into the new position until receipt of Federal recognition. Assignment must be in a military position compatible with the technician position unless an approved waiver is received from the National Guard Bureau.

Deployed Technicians

If you are deployed and want to apply for a technician position you can e-mail your application to our office. Please e-mail applications to Robin.Chestnut@wv.ngb.army.mil or Freda.Harmon@wv.ngb.army.mil. If you have questions, please call our office at 304-561-6433 or 304-561-6437.

SF 52s

The Staffing Section has been sending SF 52 Instructions booklet with the job certification packages, we encourage the supervisors and individuals filling out the SF 52 to read this information so that the correct information is entered on the SF 52s. It's very important to fill in the "Action Requested" block with the correct information.

SEEM/LRS

January

Martin Luther King, Jr., Birthday Theme and Celebration: Each year's theme for Martin Luther King, Jr., Birthday is "Remember! Celebrate! Act! A Day On Not a Day Off" Click to read more about MLK.

<http://www.thekingcenter.org/mlk/bio.html>

February

African-American Heritage Celebration (Black History Month) this year's theme "Dr. Carter G. Woodson and the Origins of Multiculturalism" Among those intellectuals of the Progressive era, Carter G. Woodson did most to forge an intellectual movement to educate Americans about cultural diversity and democracy. For the sake of African Americans and all Americans, Woodson heralded the contributions of African Americans and the black tradition. In 1915, he established the Association for the Study of Negro Life and History and by the time of his death in 1950, he had laid the foundation for a rethinking of American identity. The multiculturalism of our times is built on the intellectual and institutional labors of Woodson and the association he established. He should be known not simply as the Father of Black History, but as pioneer of multiculturalism as well. In honor of its founder, the Association for the Study of African American Life and History devotes the 2008 Annual Black History Theme to both the labors of Woodson and the origins of multiculturalism.

*Program TBD/TBA.

March

Women's History Month: Criteria for the Women/Supervisor of the Year submissions are released. Consider all employees for their outstanding performance and submit nominations by July 31 of each year.

WVNG Human Resource Office Newsletter

CLASSIFICATION

Please use the HRO website, <http://www.wvang.af.mil/hro/Forms.htm> for the proper instructions to complete an SF 52. When the 52 lacks complete and accurate information it slows the process for all sections in the HRO. All Classification questions, issues, and concerns can be directed to SSG Siobhan Manier, DSN 623-6357. SRA Freda Harmon is working as both the Classification/Staffing Assistant and can be reached at DSN: 623-6437

AGR INFO

AGR Army Retirement Information

As a result of 20 honorable years of active federal service, Soldiers are entitled to retire with full benefits. With the many years of experience of the current AGR force, many Soldiers in West Virginia will meet the 20 years of active federal service over the next 3 years and thus, be eligible for retirement. As you prepare your family and yourself for the prospects after the WVARNG, consider the following actions:

- You may request retirement 12 months in advance, but must request NLT 6 months in advance.
- Request retirement by submitting a signed DA Form 2339, Application for Voluntary Retirement and a memorandum through the chain of command, the HRO (Attn: AGR Section) and for The Adjutant General stating your request to retire.
- Conduct periodic records review of your personal data through AKO - My Personnel.
- Review your RPAM statement annually-check for dates of duty, your PEBD, and BASD.
- Review your LES monthly. Ensure leave is properly counted and you are receiving your monthly entitlements.

Once a request for retirement has been approved by The Adjutant General, the AGR office will contact you in order to establish appointments for

- Phase I physical.
- VA appointment
- DD Form 214 review
- Transition leave dates and Permissive TDY (if authorized)
- Phase II physical
- ACAP briefings (may be Distance Learning)
- Clearing the WVARNG
- Transition point final out processing

Wherever you are in your career, I encourage you to make arrangements for your family and your future.



UPCOMING EVENTS



January 1- New Year's Day
January 10- EDP/ HDP Committee Meeting 1000 (War Room)
January 21- Martin Luther King, Jr.'s Birthday
February 14- Valentine's Day
February 18 - Washington's Birthday
March 27- Technician Awards Board Meeting

SYSTEMS MANAGEMENT

Please connect to the following web site, http://www.wvang.af.mil/hro/my_biz/my_workplace.htm for new and exciting information on My Biz and My Workplace. My Biz is an application for National Guard Technicians to view their personnel data as it is in the Defense Civilian Personnel Data System and My Workplace is for Supervisors of National Guard Technicians to view data in the system on their employees.

Stay current on all of the latest news and information by visiting the HRO website at <http://www.wvang.af.mil/hro>.

CONTACT NAMES AND NUMBERS

COL James W. Runyon- Human Resource Officer: 561-6436
Lt. Col Linda Smiley- Deputy H.R. Officer: 561-6434
MAJ Kristine Wood- AGR Manager: 561-6424
SSG Ryan Cleek- AGR Human Resource Sergeant: 561-6483
SGT Pete Campbell- AGR Assistant: 561-6423
SPC Whitney Pomeroy- AGR Assistant: 561-6425
CMSgt Scott Miller- Systems Manager 561-6427
SSgt Keelee Goode- Systems Management Assistant: 561-6605
Maj. Doyle Hayes- Technician Manager: 561-6422
Ms. Kay Pahl- Employee Relations Specialist: 561-6432
SMSgt Robin Chestnut- Staffing: 561-6433
SSgt Brooke Miller- Staffing Assistant: 561-6433
SSG Siobhan Manier- Classification Spec.: 561- 6357
SrA Freda Harmon- Classification/Staffing Assistant: 561-6437
SGT Jennifer Campbell-Tech Retirement/OWCP:561-6431
SSG Michelle Woodall- Army Technician Assistant: 561-6428
SPC Brooke Lucas - 167th Technician Assistant: 561-6429
TSgt Gretchen Close- 167th H.R. Assistant: 242-5330
SPC Corina Farley- 130th Technician Assistant: 561-6426
Lt. Col Kenny Hale- EEO/Labor Relations: 561-6430
SGT Charlotte Gower- Training Development Spc.: 561- 6357
MAJ Jeff McCray- ESGR: 201-3476
Mr. Ed Bowman- ESGR: 201-3578
Ms. Beth White- ESGR: 561-6438