



# WEST VIRGINIA NATIONAL GUARD HRO NEWSLETTER

April 2009

## FROM THE DESK OF COL BONGIOVANNI

“Let me begin by saying it is an honor to be selected as an interim replacement as your Human Resource Officer until a permanent officer can occupy this desk. With multiple deployments and re-deployments continuing, increasing authorizations along with numerous personnel changes, the first two quarters of this year have been an extremely busy time for everyone, Army and Air. I would love to believe this pace might slow soon but from the looks of things, we most likely won't get our wish. You might have recently noticed our office on Thursday morning takes a community work pause as we place an internal effort with the intent of improving our processes, streamlining actions, enabling our office to provide a better service and product for you- our customers. I would like to thank MAJ Debbie Cremeans for assisting this effort. I also would like to thank SGT Campbell's tireless effort and professionalism to make this news letter possible. Please continue to provide us your feedback, both good and bad, to help ensure we meet your needs and expectations. I cannot stress enough that this is YOUR Human Resource Office, so please don't hesitate to reach out to this office and its staff to help you address any issues and/or problems you may have in the personnel arena. Thanks.”

## TECHNICIAN BENEFITS

### RECOGNITION AND AWARDS PROGRAM

#### *Incentive award board meets quarterly*

3<sup>rd</sup> Quarter Meeting- 25 June 2009

4<sup>th</sup> Quarter Meeting- 24 September 2009

Types of Awards:

Time-off- Up to 80 hours in a calendar year

Quality Step Increase (QSI)- Every three years

Sustained Superior Performance (SSP)- Outstanding performance

Special Act- Special act or special project

### PRESIDENTIAL LEAVE POLICY CHANGE

Since the policy's inception on November 14<sup>th</sup> 2003, Federal Civilian Employees have been entitled to 5 days of Presidential Leave following a deployment in support of the Global War on Terrorism. This time was given aid Federal employees the transition back to civilian life and to allow time with family after a prolonged absence. Effective August 6<sup>th</sup> 2008, OPM issued a policy revision in CPM 2008—21 addressing new changes in the Minimum Service Requirement to Receive 5 Days of Excused Absence for Employees Returning from Active Military Duty. This change clarifies that in order to receive 5 days of excused absence, members must spend at least 42 consecutive days on active duty in support of the GWOT. Furthermore, Federal Employees are entitled to 5 days of excused absence only once in a 12-month period. A new 12-month period begins after the first use of excused absence. These changes in policy were effective August 6, 2008. The following links provide further information.

OPM Q & A:

<http://www.opm.gov/oca/compmemo/2008/2008-21-QA.asp>

CPM 2008-21

<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalId=1837>

## STAFFING

Upon request, someone from the Staffing section of the HRO will review your application prior to the closing date of the vacancy announcement. We can look over your applications to identify common errors and we can provide tips that may help you certify. We can review your application and give you advice but we cannot tell you if you will certify; that is the certification board's decision. CW2 Goldsberry and SSgt Harmon are just an email or visit away; they are here to help you.

Two notes: 1) Deployed personnel may e-mail their application to staffing for a preview, and 2) if you need additional space, simply attach a separate sheet or a resume to your application.

## APPLYING FOR OFFICER POSITIONS

When applying for a vacancy that is posted as an “Officer or Warrant Officer Only”, you must adhere to the WVHROR 300-1, **Merit Placement Program for the West Virginia National Guard**, dated 15 Jul 1999. Under Application Procedures, paragraph 3-6e, states: “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 Air Force Officer Qualification Test (AFOQT)/ Officer Selection Battery Test (OSBT) until the recommendation has been approved.” Be aware that a person selected in this circumstance may not be placed in that position until receipt of Federal Recognition and that the rules pertaining to compatibility still apply. If you have any questions please contact CW2 Craig Goldsberry, Comm. 304-561-6433, DSN 623-6433, [Craig.Goldsberry@WV.NGB.ARMY.MIL](mailto:Craig.Goldsberry@WV.NGB.ARMY.MIL) or SSgt Freda Harmon Comm. 304-561-6437, DSN 623-6437, [Freda.Harmon@WV.NGB.ARMY.MIL](mailto:Freda.Harmon@WV.NGB.ARMY.MIL).

## TECHNICIAN RETIREMENT

### FINANCIAL LITERACY MONTH

April is Financial Literacy Month. In a recent survey, it was discovered that over 80% of us BELIEVE that we will be financially secure in retirement. We may be kidding ourselves! That same survey found that fewer than 35% of pre-retirees had taken the time to calculate just how much money they would even need in retirement. One thing is clear, your financial comfort depends on good financial planning well before deciding to leave the workforce. The goal of Financial Literacy Month is to emphasize the importance of smart money management and it is supported nationwide by public and private organizations. [www.financialliteracymonth.com](http://www.financialliteracymonth.com), developed by Money Management International, is an excellent resource that outlines 30 steps to financial wellness, including goal setting, record keeping, and hints for reducing debt and spending ~*Courtesy of the National Institute of Transition Planning, inc. and tsp.gov.*

### LONG TERM CARE INSURANCE

Help protect your retirement income with the Federal Long Term Care Insurance program. Sponsored by the Federal Government, LTC is intended to help enrollees and their loved ones defray the high costs of long term care. We encourage you to learn more about this important Federal program. Visit <http://www.ltcfeds.com/dod>.

# WVNG Human Resource Office Newsletter

## WORKERS COMP

**\*\*Beginning April 27<sup>th</sup> 2009, SGT Brooke Goldsberry will be temporarily assuming the role of the OWCP liaison while SGT Jennifer Campbell is on maternity leave. All questions/ concerns should be addressed to her during that time.**

## **Q & A: Are only regular, full-time employees eligible for FECA benefits?**

No. FECA coverage is extended to Federal employees regardless of the length of time on the job or the type of position held. Probationary, temporary, and term employees are covered on the same basis as permanent employees.

## AGR

The Human Resource Office, AGR Section, will hold monthly in processing sessions for the WVARNG on the following dates:

- 28 April 2009
- 20 May 2009
- 17 June 2009
- 24 June 2009
- 22 July 2009
- 19 August 2009
- September as needed



The intent of the in processing session is to ensure that our Soldiers are equipped with the information, access, and tools they need to be successful and start in their newly assigned position. As a part of this new initiative, units will provide a sponsor who will assist the new AGR member with necessary paperwork and will ensure that all requirements are met prior to the in processing date. In addition to this, new AGRs will be registered for mandatory training (MOSQ or PEC) as a part of in processing. Sponsor and OIC will need to identify required training prior to in-processing. MOSQ is priority, then PEC training. Needed training will be scheduled during in-processing. ATRRS School Application Form Signed by Supervisor for MOSQ or required PEC training as needed <http://www.wvang.af.mil/hro/training.htm>

New hires will be expected to have a signed school application, as well as other required documents prior to in processing in order to ensure a smooth transition. One item to note is that all initial AGR orders will be cut by the HRO for 3 years, therefore Soldier must have at least 3 years remaining on their enlistment contract from the orders start date. Supervisors will be notified as to the location of all in processing. We appreciate working together with the supervisors and sponsors in order to assist the new AGR Soldiers get started on the right foot with their career. In addition to this, we appreciate your honest and critical feedback to improve our process.

### **Next:**

**YOUR FEEDBACK IS NEEDED!** The HRO-AGR section is currently conducting a JOB INVENTORY survey and we need your help! Members of the major subordinate commands were asked to provide feedback, via the survey, in the type of work they perform and the potential training requirements for their work. We are actively seeking input from members who are Readiness NCOs, Supply NCOs, Operation NCOs, OICs, Training Officers and others in order to develop a progressive and thorough training program for the WV National Guard full time force. If you have input, or would like to be a part of this survey, please email MAJ Kristine Wood: [angela.kristine.wood@us.army.mil](mailto:angela.kristine.wood@us.army.mil)

## SYSTEMS MANAGEMENT

### **MY BIZ & MY WORKPLACE**

MY BIZ offers Federal Technicians the opportunity to view information from their official personnel records and update certain information – real-time, on-line and secure – which will save time and effort. MY WORKPLACE, for managers and supervisors of Federal Technicians, brings key information about personnel together in one place, streamlining the human resources decision-making process and balancing managerial tasks with day-to-day demands more easily. MY WORKPLACE keeps managers and supervisors up-to-date with employees' personnel actions. Log-on today, and realize the power of Internet-based access to key personnel information. Just follow the link below for instructions on how to register your CAC, <http://www.wvang.af.mil/hro/MB-MW-CAC%20Reg.pdf>

For additional assistance call 304-561-6427 or e-mail [PSM.WVHQ@wvchar.af.mil](mailto:PSM.WVHQ@wvchar.af.mil)

## UPCOMING EVENTS

**20 April 2009-** Prevention of Sexual Harassment at Camp Dawson start time 0900

**22 April 2009-** Prevention of Sexual Harassment at 167<sup>th</sup> start time 0900

**21-23 April 2009-** Technician Supervisor's Training at Camp Dawson start time 0800

**24 April 2009-** Liaison Training at Camp Dawson start time 0800

**27 April 2009-** Prevention of Sexual Harassment at Charleston, War Room start time 0900

**7 May 2009-** Prevention of Sexual Harassment at Charleston, War Room start time 0900



### Quote of the Quarter

**"The best way to appreciate your job is to imagine yourself without one." Oscar Wilde**

## CONTACT NAMES AND NUMBERS

**COL Joseph Bongiovanni- 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**

**SPC Whitney Pomeroy- AGR Assistant: 561-6425**

**SrA Daniel Reedy- AGR Assistant: 561-6682**

**CMSgt Scott Miller- Systems Manager 561-6427**

**TSgt Keelee Goode- Systems Management Assistant: 561-6605**

**Lt Col Doyle Hayes- Technician Manager: 561-6422**

**CW2 Craig Goldsberry- Staffing Specialist: 561-6433**

**SSgt Freda Harmon- Classification/Staffing Asst.: 561-6437**

**SGT Andy Jenkins- Staffing Assistant: 561-6680**

**WOC Siobhan Manier- Supervisory H.R. Specialist: 561- 6357**

**SSG Rick Riblett- Technician Assistant: 561-6680**

**SGT Charlotte Gower- Training Development Spec.: 561- 6439**

**PFC Brittany Robinson- Human Resource Assistant: 561-6679**

**Lt Col Kenny Hale- EEO/Labor Relations: 561-6430**

**Ms. Kay Pahl- Employee Relations Specialist: 561-6432**

**SGT Jennifer Campbell-Tech Retirement/OWCP: 561-6431**

**SSG Michelle Woodall- Technician Assistant: 561-6428**

**SGT Brooke Goldsberry - Technician Assistant: 561-6429**

**SGT Brittany Willard- Technician Assistant: 561-6426**

**TSgt Gretchen Close- 167<sup>th</sup> H.R. Assistant: 616-5330**

**SSgt Leanne Snodgrass- 167<sup>th</sup> H.R. Assistant: 616 5317**

**MAJ Jeff McCray- ESGR: 201-3476**

**Mr. Ed Bowman- ESGR: 201-3578**

**Ms. Beth White- ESGR: 561-6438**

**HRO Fax Machine- 304-561-6435**

