



# WEST VIRGINIA NATIONAL GUARD HRO NEWSLETTER

August 2009

## FROM THE DESK OF COL CRANE

"I am extremely excited to be back in West Virginia upon my return from the Army War College. The War College was a great experience but there's no place like home. I am thrilled to be selected as the Human Resource Officer for the West Virginia National Guard and I hope I bring a strong customer focus to the organization. We have our jobs because of you, our customers, and we need to do our best to take care of your required actions. I would like to take this chance to thank COL Joe Bongiovanni for his efforts in this position before me. He has certainly started a momentum toward documenting and streamlining our processes. I plan to continue this effort and publish as many of our processes to the field so you are aware of how our transactions are processed. I have met with the leaders of this office and can tell you they are committed, knowledgeable, and excited about the opportunity to further improve our processes so they can better serve you. This is an exciting time, especially for the personnel arena, because things are changing fast and I don't see that change slowing down in the near future. The National Guard has moved from a strategic reserve to an operational reserve and with that, we must change in order to keep up with the pace associated with being an operational reserve. I look forward to working with and hearing from you about the process improvements we are making and how they impact you."

## TECHNICIAN BENEFITS

### TSP AND FERS RETIREMENT

On 22 June 2009, President Obama signed into law H.R. 1256, The Family Smoking Prevention and Tobacco Control Act. This law provides a number of changes to the Thrift Savings Plan (TSP). One of the provisions of this new law is that it eliminates the waiting period of employees covered under the Federal Employees Retirement System (FERS) to receive the Agency Automatic 1% and Agency Matching Thrift Savings Plan (TSP) Contributions. The effective date of this provision is 5 July 2009. This means that:

- All FERS employees who are hired or rehired on or after 5 July 2009 will be immediately eligible for Agency Automatic 1% contributions. When they begin contributing to TSP, they will also be immediately eligible for Agency Matching Contributions.
- FERS employees who are currently waiting to become eligible for agency contributions (i.e., employees hired on or after 1 December 2008) will become eligible for Agency Automatic 1% Contributions on 5 July 2009. If they are contributing to TSP, they will also be immediately eligible for Agency Matching Contributions.

If you are a new FERS employee and have delayed enrolling in TSP because you were waiting to become eligible for agency contributions, we encourage you to make your election as soon as possible to take advantage of this new provision. You must contribute at least 5% of your basic pay each pay period if you want to receive the maximum Agency Matching Contributions. To enroll or make election changes, please complete a new TSP Form 1. TSP elections are effective the first day of the next pay period after the election is received by the Human Resources Office.

## OPEN SEASON

The 2009 Open Season dates have been set for Monday November 9, 2009 through Monday, December 14, 2009. Last years belated enrollment period was a unique occurrence and will probably not happen again this year.

## STAFFING

The Human Resource Office of the West Virginia National Guard will begin accepting electronic applications for technician vacancy announcements. Application must come from individual ".mil" accounts or must be signed and dated (scanned, digital signature, etc...) if received from any other type of account. Send electronic applications to [ngwvhrostaffing@wv.ngb.army.mil](mailto:ngwvhrostaffing@wv.ngb.army.mil). If you have questions concerning this new process call the staffing section.

(See telephone list at the end of the newsletter.)

## TECHNICIAN RETIREMENT

### 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>.

## WORKERS COMP

### Q & A:

Q- I was hurt five months ago and I filed an injury claim with the U.S. Department of Labor (DOL). Why is my doctor sending me notices that my bills have not been paid?

A- Your doctor is most likely billing you because they do not have your injury claim number or the Department of Labor's mailing address. You are responsible for providing this information to your doctor after your injury claim is established with DOL.

## CLASSIFICATION

### FREQUENTLY USED TERMS:

**Position Classification:** The process of determining the appropriate pay plan, title, series, and grade of a position in accordance with prevailing laws, standards, and guides.

**Position Management:** The process of assuring that work is organized and assigned among positions in a manner which will serve mission needs efficiently and economically.

**Position Description (PD):** A PD describes principal duties, responsibilities, and supervisory relationships of a position to provide information necessary for its proper classification. (Also sometimes called a "Job Description".) **NOTE:** It must deal with duties "officially assigned and actually performed".

**Please take the time to review the Position Descriptions in your sections in order to ensure your personnel are on the correct PD. If you have any questions please contact us.**

# WVNG Human Resource Office Newsletter

## AGR

The next AGR inprocessing will be held 19 August, starting at 0800, in the War Room at the West Virginia Joint Force Headquarters. Soldiers who have recently been selected for a position in the AGR program must register to attend inprocessing with SPC Whitney Pomeroy, [whitney.pomeroy@ng.army.mil](mailto:whitney.pomeroy@ng.army.mil).

\*\*The AGR section welcomes SPC Sara Stonoff as a new Transition Point NCO.

## **FULL TIME NATIONAL GUARD DUTY (FTNGD) for COUNTER DRUG or MOBILIZATION AUGMENTEE or OPERATIONAL SUPPORT**

The Fiscal Year 2010 guidance for FTNGD will soon be published. Soldiers, Commanders, and Supervisors should start to prepare for packet submission by registering Soldiers for a Periodic Health Assessment with LTC Donald Kersey. Other documents which will be necessary for the FY10 FTNGD packets include: FY10 Request memorandum, Complete and signed DA Form 1058, RPAS, AFCOS Orders Query "Mandatory History Print Out" indicating all duty from 24 October 2004-present (THE USPFO ORDERS QUERY WILL NOT BE ACCEPTED), DA Form 705 with valid APFT (within 6 months of orders start date), Certification of ht/wt, verification of Security Clearance (if needed for position), FY10 MOU, DA Form 1506, PHA, IMR print out from MEDPROS. Formal guidance and policy will be published soon. In order to be eligible for FTNGD, The soldier must not be within 6 months of mandatory removal or ETS; must not be able to qualify for sanctuary as a result of the order; must not be under a suspension of favorable personnel action.

## ESGR

**WV ESGR Annual Awards Luncheon** – West Virginia Employer Support of the Guard and Reserve Committee (WV ESGR) held its 2009 Annual Awards Luncheon, 12 June 2009, at Flatwoods, Day Hotel and Conference Center. The following employers were awarded:

### 2009 WV ESGR Award Recognitions

#### 2009 Pro-Patria Winners

Biomedical Technology, Inc.  
Brown Electrical Company, Inc.  
Graftech International Holdings  
Greenbrier County Sheriff's Dept.

#### 2009 Employer Sustained Superior Performance Award

Pratt & Whitney Engine Services  
Toyota Motor Manufacturing of West Virginia

#### 2009 Seven Seals Award:

Chief Bill Moss  
Dunbar Police Dept.

Mr. Roy Cogar

Fed Ex

Mr. Don Stewart

Toyota Motor Manufacturing

#### 2009 Above and Beyond Award:

Dunbar Police Department  
Galaxy Global Corporation  
Kanawha County Board of Education  
Mason Dixon Energy  
Parkersburg Police Dept.  
Rock Branch Mechanical, Inc.  
State of West Virginia, Aviation Division  
West Virginia State Police

#### 2009 Patriot Award:

Cabelas Wheeling Distribution Center  
Charleston Area Medical Center  
Clay County Sheriff's Dept.  
Direct Response  
Monongalia County Sheriff's Dept.  
Ritchie County Ambulance Authority, Inc.  
SMC Electrical Products

## 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

**19 August 2009 – AGR Inprocessing 0800**

### Quote of the Quarter

**"We could never learn to be brave and patient, if there were only joy in the world."**

**Helen Keller**

## CONTACT NAMES AND NUMBERS

COL Bill Crane- 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  
SPC Sara Stonoff- Transition Point NCO: 561-6682  
SPC Regina Mims- Temp HR Assistant: 561-6694  
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- Human Resource Assistant: 561-6680  
SFC Nancy Jennings- Training Development Spec.: 561- 6439  
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 Micoke 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  
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