



WVNG HRO NEWSLETTER

From the Desk of COL Runyon

April 2008

“We have entered the 3rd Quarter of Fiscal Year 2008 (FY 08). Time sure flies when you’re having fun. (a little HR humor) At this point in a Fiscal Year, it is wise to pause and get an azimuth check. This has never been truer than now as our Guard prepares for additional deployments, Annual Training Periods, Exercises, closing out the FY and looking toward Fiscal Year 2009. Type A personalities, present company included, immediately begin to identify the requirements, task, and improvements yet to be accomplished. I’m sure some are asking, what’s wrong with that, the answer - absolutely nothing. However, in doing so I encourage each of us to also ask and answer, what are my plans for the summer? Am I programming my leave? As a supervisor, am I ensuring my people are programming their leave? Point being, everyone in our Full-Time Force is under tremendous pressure to accomplish more than ever before and as such we must insure we are taking care of not only the business of our Guard but also our personal business. Examples of this include, but are not limited to, quality time with family and friends, our retirement planning and savings, personal employment goals, and education to prepare us for the next career opportunity. Your Human Resource Staff is here to assist you with such things. Please call upon us and allow us to assist you. As the weather continues to warm, I wish each of you a wonderful Spring Season.”

Technician Benefits

Military Leave

Military leave is approved absence from official duty for a civilian employee who is a member of the National Guard and is ordered to active duty or inactive duty training. Military leave is often referred to in terms of workdays; however, for timekeeping purposes, it is measured in increments of one hour. The minimum charge is one hour. An employee is charged military leave only for hours that the employee would have worked and received pay in a technician status. National Guard members are no longer charged military leave for non-duty days; e.g., weekends and holidays, that occur within the military service period. An employee who requests military leave for inactive duty training is charged only for the amount of military leave necessary to cover the period of military training and necessary travel. Military leave should be requested and approved as far in advance as possible just like any other type of leave. Employees need to include the specific dates/hours they want the military leave to cover and attach a copy of the military orders to support the request. When an employee has followed leave procedures and provided acceptable evidence (i.e. properly authorized military orders) to the leave-approving official, approval of leave requests for military service is mandatory. Temporary employees on appointments not-to-exceed one year are not entitled to military leave.

There are three types of military leave that apply to technicians employed by the WVNG.

1. Military Leave under 5 USC 6323(a), often referred to as “normal military leave”; coded “LM” - An eligible employee must, upon request and with properly authorized military orders

(cont’d) be granted up to 120 hours (15 workdays) of military leave each fiscal year. Leave is chargeable on an hourly basis without charge for non-workdays or holidays. Eligible employees receive 120 hours of military leave credited to their account upon appointment and on 1 October of each fiscal year. Employees using this type of military leave keep both their military and civilian pay. Unused military leave remaining from the prior fiscal year, not to exceed 120 hours; can be carried-over, giving a maximum balance of up to 240 hours.

2. Military Leave under 5 USC 6323(b), Contingency Operations and Law Enforcement; coded “LL” - An eligible employee is authorized to use 22 workdays (176 hours) per calendar year for emergency duty as ordered by the President, the Secretary of Defense, or a State Governor. This leave is provided for employees who perform military duties in support of civil authorities in the protection of life and property or who perform full-time military service as a result of a call or order to active duty in support of a contingency operation. Military leave for this purpose is credited to the employee’s account upon each eligible occurrence. Leave should be taken in whole workdays and in continuous pay periods. Military Leave under this authority is not charged for non-workdays or holidays. 2. Employees on military leave under this authority will receive both military and civilian pay for 22 days. Yet the employee is not authorized to retain both payments. This type of military leave benefit is designed to allow the mobilized Federal employees who makes more money in their civilian position to receive the difference between their military and civilian pay for the 22-day period. Military pay received, other than travel, transportation, or per diem, must be credited against the pay the employee received from their civilian position. Military pay for this purpose includes but is not limited to basic pay, basic allowance for housing, basic allowance for subsistence, family separation allowance, imminent danger pay, hardship duty pay, flight pay, hazardous duty incentive pay, and monthly medical pays. The gross amount of military pay received, while on military leave under this authority, must be deducted from the civilian compensation received. When military pay exceeds the employee’s basic pay, the employee can retain that portion of military pay that exceeds the civilian pay. If an employee elects to use annual leave or compensatory time off in lieu of this military leave, the pay offset provision does not apply and the employee retains both full military and civilian pay. The employee must submit a copy of military orders; a certificate of attendance; and military leave and earnings statements (LESSs); for the dates that military leave under 5 USC 6323(b) was requested and approved to the Civilian Pay Customer Service Representative who, in turn, will provide information to the DFAS for settlement, collection, and correction of W-2s. 3. Under this authority unused leave at the end of the calendar year cannot be carried over into the next calendar year.

3. Military Leave Under 5 USC 6323(d), Military Reserve and National Guard Technicians on Active Duty Without Pay coded as "LV" – Reserve Technicians are entitled to 44 workdays (352 hours) of military leave in a calendar year when on active duty without pay for participation in noncombat operations outside the United States, its territories, and possessions. The active duty orders must cite 10 U.S.C. 12315, 12301(b), or 12301(d) to be eligible for this entitlement. This type of military leave cannot be used while on active duty in support of a war or national emergency declared by the President or Congress. Military leave for this purpose is credited to the employee's account upon each eligible occurrence. Employees on military leave under this authority keep their civilian pay and do not receive military pay since they are on active duty without pay. The 44 days of military leave cannot be carried over into the next calendar year.

Classification

Desk Audits (Position Reviews)

Desk audits may be requested by an employee or by a supervisor or manager for his/her subordinate positions; however, employees do not have a *right* to a desk audit. They can also happen as result of a classification release. When a position's major duties and responsibilities change measurably, the immediate supervisor may request a position review to review such changes. For the most part, changes in jobs occur because of changes in policy, in organization, law, technology, etc. Based on information submitted in the request, the State Classifier will determine if an audit is necessary. Requests for position reviews by employees should be forwarded through the supervisory chain. The State Classifier will schedule position audits to assure that duty assignments are consistent with published position descriptions and that the position classification conforms to published OPM position classification and job grading standards. Remember that it's your job that will be classified, not you as a person. Over the years there has been some "mystery" about job classification, and there are many misunderstandings about what is important. There are several issues that come up frequently; factors that cannot be considered when positions are classified. Some examples are:

- The qualifications of the person on the job: The work is classified, not the abilities of people.
- Accuracy required on the job: Every employee is expected to do accurate work.
- The amount or volume of work done: Your supervisor sets the standard for performance that is expected. It's the kind and level of work that is important in classifying jobs.
- Length of government service: Within grade step pay increases compensate for your long and loyal service
- Organizational titles of positions: Titles are based on the duties and responsibilities of jobs and are

specified in classification standards.

- Other matters unrelated to the job. The Federal government is committed to equal employment/opportunity practices. An employee's race, color, religion, sex, or national origin has no bearing on the way that a position is classified.

Position reviews are imperative to the determination of appropriate classification of any position description. They are also a useful fact gathering method in providing position management advice and assistance to managers and supervisors. An effective position management program requires periodic position reviews to be performed.

Worker's Compensation

Great Supervisor's Information

DEFPAC is a tool that allows supervisors to have access to various information relating to Safety, Occ Health, OWCP info. It can be used by all supervisors no matter what status (Tech, AGR, M-Day). Information provided through DEFPAC could help prevent LODs, AGR and Technician injuries. There are many different information categories that are available to you: Injury Compensation, Ergonomics Resources, CAP program, Workplace Ergonomics Quick Reference Guide, Occupational Health, Safety and Health Topics, Safety Resources OSHA information, Safety Reports, Training Modules, Reports

http://www.cpms.osd.mil/ICUC/ICUC_index.aspx

Click on DEFPAC (password required) on left side of screen

User ID: **SUPERVISOR**

Password: **supervisor**

Employer Support of the Guard and

Reserve (ESGR)

ARLINGTON, VA – Seven West Virginia National Guardsmen and Reservists nominated their employers to receive the 2008 Secretary of Defense Employer Support Freedom Award. The award is the U.S. Government's highest recognition given to employers for exceptional support of their employees serving in the Guard and Reserve. The Freedom Award is particularly significant because only members of the National Guard and Reserve or their family members are permitted to nominate employers for the award. **Allegheny Energy PPS/WI Region, Camden Clark Memorial Hospital, Electronic Communications of West Virginia, Toyota Motor Manufacturing of West Virginia, U.S. Postal Service, West Virginia Division of Highways, and Wheeling Nisshin Steel.** Of the seven Freedom Award nominees, the WVESGR reviewed, evaluated, rated and submitted the following three Employers as the suggested nominee to represent WV, by category-**Large Company: Toyota of WV, Small Company: Wheeling-Nisshin Steel, Public Entity: WV Dept of Highways.** A national selection board comprised of senior Defense officials and business leaders will select up to 15 recipients for this year's award. The Department of Defense will announce the 2008 Freedom Award recipients this summer. The 2008 Freedom Awards will be presented in Washington, D.C., on September 18th.

BossLift

Over the past two years, the Martinsburg (WV) Air National Guard Base has undergone a major Conversion from C-130 Aircraft to C-5 Aircraft. The 167th AW of the WVNG has been transformed

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(ESGR Continued) into not only a AW, but a Regional Maintenance Facility for all C-5 aircraft East of the Mississippi River within the US. The Base, runways, tower and air strips have been completely updated to accomplish their new mission(s). Additionally, the workforce has increased accordingly. However the majority of the SM's within the Wing, remain M-Day Guard and Reserve members. WVESGR recognizing the importance and contribution of the Air Guard employers, has set out to direct efforts toward serving the employers of the WVANG as well as other key employers of G & R within the State. Thus, WVESGR combined an In-State and Out of State Bosslift to not only expose the Employers to their employees performing their Military mission, but to expose the Employers to the Resources, commerce and the actual transformation of the WVANG airbase, the 167th AW, the 130th AW (C-130) and the WVARNG's Blackhawk Aircraft. Additionally, Dobbins AF Base welcomed the 1 day & 1 night Bosslift to tie into a Tour of the adjacent Lockheed Martin Aircraft Plant in Marietta, GA. Thus the participating Employers will have the opportunity to fly on the Blackhawk helicopter from the staging area to Martinsburg, WV, where they will tour the new base, participate in an ESGR Awards Banquet, then fly to Dobbins AF Base on a C-5 aircraft. They will return via a C-130 from the 130th AW in Charleston, WV. This Bosslift mixes Army and Air resources, In-State and Out of State Venues and actual flying time in three separate military aircraft. Lockheed Martin officials, who not only advise but train the Guard members, will be available throughout the entire lift in order to give expert information. It is anticipated that approx. 20-25 of the Employers participating will be from the Martinsburg, WV area, thus the fewer numbers of lodging rooms needed for the 1st evening. Also, an award Banquet is planned for the Eastern Panhandle of WV on the first evening of the event, where ten ESGR award winners will be recognized in addition to a Briefing of the Boss as integrated into the first evening's Banquet.

AGR Info

CSB/REDUX Retirement System

The Military Reform Act of 1986 created the REDUX retirement system and it applied to all members who joined on or after August 1, 1986. The National Defense Authorization Act (NDAA) for FY2000 amended this system. The NDAA made two major changes: 1) it allows those in this group to choose between the High-3 retirement system and the REDUX retirement system and 2) it added a \$30,000 Career Status Bonus as part of the REDUX retirement system. The CSB/REDUX retirement system applies to those who entered Service on or after August 1, 1986, AND who elected to receive the \$30,000 Career Status Bonus at their 15th year of service. The REDUX retirement system and Career Status Bonus is a "package deal." It is the combination of these two items that can be advantageous to many individuals. The REDUX portion determines retirement income (the longer one's career, the higher that income) and the \$30,000 Career Status Bonus provides current cash--available for investing, major purchases, or setting up a business after retirement. Members who elect the CSB/REDUX retirement system at their 15th year of service receive a \$30,000 Career Status Bonus. To receive this bonus, the member must agree to complete a twenty-year active duty career with length-of-service retired pay under the 1986 Military Retirement Reform Act -- 1986 MRRA or REDUX. Continuation beyond twenty years is possible, subject to Service personnel management actions. However, the Member's commitment with the CSB

is only to the 20-year point. The entire \$30,000 bonus, or first installment payment for those electing a multi-year payment option, is paid shortly after the member makes the CSB/REDUX election and commits to the 20-years-of-service obligation. If the member doesn't complete the obligation of the twenty-year career, the member must repay a pro-rated share of the bonus. AGR members of the WVNG with 14 years of active service will be receiving more information in the upcoming weeks concerning this option. To research more on the Career Status Bonus/Reduction Retirement System, go to: http://www.defenselink.mil/militarypay/retirement/ad/01_whichsystem.html

JOBS JOBS JOBS

After an applicant has been approved by the Adjutant General for a position, it is the responsibility of the board president to notify the non-selected applicants as well as the selected applicant as soon as possible. Physicals must be within 24 months for selected individuals prior to the start date of their orders.

ARMY TRAINING

The AGR section will be reviewing the PEC training records in April. All AGR Soldiers who have attended their required Course at the Professional Education Center must submit their completion certificate NLT 18 April. Soldiers who have NOT completed their required course will be given a reservation in ATRRS.

A Special Thanks To:

All 2007 technician retirees who participated in the HRO survey. Your feedback has helped us improve on our processes.

Upcoming Events

May 2nd and 3rd, 2008- Camp Dawson Technician Mid-Career Retirement and Benefits Brief

May 20, 2008- Martinsburg Technician Retirement Briefings

June 5th, 2008-USPFO Technician Mid-Career Retirement and Benefits Brief

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