

WEST VIRGINIA NATIONAL GUARD HRO NEWSLETTER



4th Quarter 2010

FROM THE DESK OF COL CRANE

We are now moving into the last month of the Fiscal Year. It has been another challenging year for the members of the West Virginia National Guard with the deployments, re-deployments and state active duty opportunities. One way to reward your employees for the great things they have done is to approve their leave requests so they have time with their families or just time to enjoy activities outside of the West Virginia National Guard. It is the responsibility of supervisors to manage their employees work and leave time. As I review the leave system, we have some Active Guard and Reserve (AGR) members who have over 100 days of leave. I want you to think about that for a minute and imagine what that really means; it means an employee in our workforce has not taken a day of leave in over 3 years in order to accumulate that amount. I know you're thinking at this point, they were probably deployed and could not take leave, even if that is true, they would have had to have over 70 days of leave on the books prior to the deployment to get to over 100 days. It also means as they are preparing to leave for a year, we did not allow them time with their families' right before a highly stressful time in their families' lives. I will also tell you that some of the members with these high number of leave days have never deployed. So, what are we doing to our force? Are we really managing them? Have some of these members taken days off and never submitted a leave slip? These are some of the questions I ask myself when I look over the balances. These are questions you should be asking yourself as a supervisor. Part of your job as a supervisor is to manage personnel, at this point it is clear that some are not managing this program very well and I'm sure within the next month, I'm going to receive numerous requests to re-instate lost leave. I would strongly encourage you to have a plan to get your members leave back in line when you submit your leave re-instatement request.

Technician Management

As with all organizations the Human Resources Office is constantly evolving and changing. We are very excited to welcome three new specialists: TSgt Keelee Goode Human Resources Specialist "Staffer" (304) 561-6605, SGT Andrew Jenkins Human Resources Specialist "Classifier" (304) 561-6680, and SGT Jennifer Campbell Human Resource Specialist "Benefits" (304) 561-6431. All our subject matter experts in their areas of concentration are prepared to assist you with any requests you may have.



UPCOMING EVENTS

Performance Appraisal Application Training

- ***Location: 167th AW Martinsburg***
- ***When: September 9th and 10th***

LABOR RELATIONS

Official Time

OPM requires that agencies track and report the use of Official Time; not only how many hours of official time are being used but how those hours are being used. The four official time categories agencies are to report are:

- **Term Negotiations**—official time used by union representatives to prepare for and negotiate a basic collective bargaining agreement or its successor. (Timecard Code "BA")
- **Mid-Term Negotiations**—official time used to bargain over issues raised during the life of a term agreement. (Timecard Code "BB")
- **Dispute Resolution**—official time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the FLRA and EEOC and, as necessary, to the courts. (Timecard Code "BK")
- **General Labor-Management Relations**—official time used for: meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for union representatives, and union participation in formal meetings, investigative interviews, and pre-decisional discussions. (Timecard Code "BD")

Supervisors should contact the Labor Relations Specialist in the Human Resources Office to determine if Official Time is appropriate in the given situation as requested by the union official. Then, as much as is practical without interfering with mission accomplishment, the supervisor should make appropriate arrangements to allow the union official time away from the normally assigned duties to perform the union tasks. Supervisors are responsible for proper timecard coding.

STAFFING

Technician Application

- For a member to certify that does not meet the minimum grade requirement, a memo from the Military Personnel Office stating that the individual is eligible for promotion must be submitted with the application.
- **DO NOT** attach copies of diplomas, awards, certificates, letters of recommendation/appreciation, performance reports, photographs, or anything else except the required attachments to your application. You may list this information on your application if you feel that it is necessary

Recently the Human Resources Office (HRO) has been experiencing problems with the NGVWHROSTAFFING e-mail address. If you submit a job application to the HRO through e-mail and you do not receive an e-mail confirmation of receipt by the next business day, please assume that the HRO did not receive your application. If this happens, feel free to contact the HRO for further guidance. We are diligently working on resolving this issue. During this time your patience, validation and understanding are greatly appreciated.

TECHNICIAN BENEFITS

U.S. Saving Bond Allotments

Do you have a U.S. Savings Bond allotment to purchase bonds through your military, retiree or federal civilian employee pay? If so, changes by the Treasury Department to move from paper to electronic bonds will require DFAS to discontinue that allotment on July 31, 2010. Savings Bonds will still be available, but you will have to create an account with TreasuryDirect.gov, the online tool for managing Treasury securities to continue purchasing bonds via payroll deduction. Customers wishing to establish allotments to the new Treasury Direct accounts can follow the procedures appropriate to their pay system. Customers will need to set up an account in TreasuryDirect first. Once they have an account in TreasuryDirect, they will establish a new allotment using the TreasuryDirect account number. To learn more, please visit <http://www.dfas.mil/news/ussavingsbondallotments.html>.

Federal Technician Open Season

During the annual Open Season this year, Monday, November 8, 2010 through Monday, December 13, 2010, employees can take the actions listed below for the Federal Flexible Spending Account Program (FSAFEDS), Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Health Benefits Program (FEHB).

- Enroll in a flexible spending account- a health care and/ or dependent care account under the FSAFEDS program. Unlike with other programs, employees MUST enroll in FSAFEDS each year to participate. Enrollments DO NOT carry over year to year.
- Enroll in, change, or cancel an existing enrollment in a dental plan under the FEDVIP Program.
- Enroll in, change, or cancel an existing enrollment in a vision plan under the FEDVIP Program.
- Enroll in, change, or cancel an existing enrollment in a health plan under the FEHB Program.

You can visit www.opm.gov/insure to learn more about these Programs. FEHB and FEDVIP premium rates for 2011 will be posted on the above website in mid-September.

New Changes for the TSP

The Thrift Saving Plan Enhancement Act of 2009, Public Law 111-31, signed into law on June 22, 2009, authorizes a number of changes to the Thrift Savings Plan. The provision permitting immediate eligibility for agency contributions for employees covered by the FERS retirement system was implemented in July 2009. The next program feature to be introduced as part of the legislation is the automatic enrollment in the TSP. The designated implementation of automatic enrollment was August 1, 2010. FERS employees hired on or after August 1, 2010, are **automatically enrolled** in the TSP and 3% of their basic pay will be deducted from their paycheck each pay period and deposited in their TSP account, unless they have made an election to change or stop their contributions. Employees can make an election by following the instructions in [Starting, Changing, and Stopping Your Contributions](#).

FERS employees hired before August 1, 2010, already have a TSP account with accruing Agency Automatic (1%) Contributions. In addition to the 1% automatic contributions, employees can make contributions to their account from their basic pay and receive Agency Matching Contributions.

To make a contribution election you can complete [Form TSP-1](#) , Election Form, and return it to the Human Resource Office.

*Consider contributing at least 5% of your basic pay to your TSP account so that you can receive the full amount of agency matching contributions.

5% employee contribution + 5% agency matching contribution = 10% contribution going into your TSP!

INFORMATION MANAGEMENT SYSTEMS

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.wv.ngb.army.mil/jobs/Personnel%20Systems/MB-MW-CAC%20Reg.pdf> for additional assistance call 304-561-6427 or e-mail scott.miller.1@ang.af.mil



Never Forget

September 11th

Patriot Day

HRO CONTACT NAMES AND NUMBERS

COL Bill Crane- Human Resource Officer: 561-6436

Ms. Kay Pahl- Deputy Human Resource Officer: 561-6432

SFC Nancy Jennings-Management Analyst.: 561- 6439

Lt Col Doyle Hayes- Labor Relations: 561-6422

Lt Col Kenny Hale- SEEM/EEO: 561-6430

SSG Rick Riblett- Human Resource Assistant: 561-6680

MAJ Kristine Wood- AGR Manager: 561-6424

SSG Pete Campbell- AGR Assistant: 561-6423

SSG Anthony Barton- Transition Point NCO: 561-6789

SPC Sara Stonoff- Transition Point NCO: 561-6682

SrA Daniel Reedy – AGR Assistant: 561-6425

CW2 Craig Goldsberry- Training Development Spec: 561-6433

TSgt Dennis Brogan – Training Development Spec: 561-6694

WO1 Siobhan O'Flaherty- Technician Manager: 561- 6357

SGT Andy Jenkins- Classification Specialist: 561-6680

TSgt Keelee Goode- Recruitment/Placement Specialist: 561-6605

SGT Brittany Willard- Staffing Assistant: 561-6426

SSgt Freda Harmon- Staffing Specialist: 561-6437

CMSgt Scott Miller- HR Info Systems Chief 561-6427

SGT Jennifer Campbell-Employee Relations Specialist: 561-6431

SSG Michelle Woodall - Technician Benefits Specialist: 561-6428

SPC Matthew Thomas – Technician Benefits Assistant: 561-6679

SGT Brooke Goldsberry – Retirements/OWCP Specialist: 561-6429

TSgt Gretchen Close - 167th H.R. Assistant: 616-5330

SSgt Leanne Snodgrass- 167th H.R. Assistant: 616-5317

CPT Bridget Saunders - SARC: 561-6681

LTC Joel Miltenberger - ESGR: 201-3579

Mr. Ed Bowman - ESGR: 201-3578

Ms. Beth White - ESGR: 561-6438

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