

# WVNG HRO NEWSLETTER

August 2008

## From the Desk of COL Runyon

We are now in the 4<sup>th</sup> Quarter of FY 08 and there is still much to do before we can call it a successful year. I am specifically thinking of supervisors. We need to complete annual appraisals on our people and, where appropriate, submit them for awards.

We also have numerous selections out that need to be completed so that we commit all our FTS Resources by years end. The theory of use it or loss it is still very much applicable with NGB.

If we as supervisors are successful it is due in large part to the quality individuals we supervise. Let's make sure we take care of them by completing their appraisals, recognizing them for their outstanding work and selecting the best to work with them. Our Guard demands this from those of us who are privileged to lead the magnificent Soldiers, Airman, and Civilians that work hard and sacrifice for our collective success.

## Technician Benefits

### **4<sup>th</sup> Quarter FY08 Army Incentive Awards Board Meeting:**

Date: September 4<sup>th</sup>, 2008 (Submit recommendations NLT 28AUG08 IAW WV Reg 451-1)

Location: HRO Conference Room

Time: 1300 hrs.

### **FSAFEDS Participants**

Summer is here and we want to take a moment to share some information regarding the eligibility of summer camps for FSAFEDS participants.

Day camps - including general as well as specialty camps such as music camps, sports camps, theatre camps, etc. - ARE eligible for reimbursement from your FSAFEDS dependent care account. Advance deposits to reserve spots for placement in camps are reimbursable expenses under your DCFSA but FSAFEDS cannot reimburse your general camp expenses until your child actually attends camp.

Don't forget! Your child or dependent must be under age 13 or incapable of self-care to be eligible. If you have a dependent who will turn 13 some time this year, you can submit a Qualifying Life Event (QLE) form to make changes to your account to adjust your annual election if needed. Additionally, if sending your child(ren) to one or more summer camps results in a significant change in your day care costs, you may wish to consider submitting a QLE to increase your DCFSA election when you switch to summer camp.



*HRO has moved locations! We are located in the same building on the same floor but all the way back at the end of the hall (Room 200).*

### **FSAFEDS Continued:**

You can find the QLE form online at [www.FSAFEDS.com](http://www.FSAFEDS.com).

Camp expenses that include an overnight stay are NOT eligible and cannot be reimbursed even if the invoice is split to designate the expenses for the day and night portions. If you have any questions, please contact an FSAFEDS Benefits Counselor at 1-877-FSAFEDS (372-3337).

### **Law Enforcement Leave**

Law Enforcement Leave (LEL) is authorized to permanent and indefinite technicians without loss or reduction of leave to which otherwise entitled, for the purpose of providing aid to enforce the law. Based on congressional intent, the statute also includes situations where the National Guard does not actually perform "law enforcement" duties while assisting civil authorities. For example:

- (1) Participation in rescue or protective work in connection with fires, floods or other natural phenomena;
- (2) Dropping feed to cattle during a blizzard;
- (3) Providing support services during a strike;
- (4) Assisting State officials during refugee processing;
- (5) Support of Drug Interdiction Operations.

Entitlement is limited to not more than 22 workdays in a calendar year for the reasons stated above. LEL will be charged in increments of one hour. Excused absence may not be granted for performing such duty.

Technicians ordered to state active duty may elect to use annual leave, compensatory time, or leave without pay prior to using Law Enforcement Leave. A technician who elects law enforcement leave is entitled to the greater of technician pay or state active duty pay, but not both. LA, CT, LWOP does not require repayment of tech income.

If the technician elects law enforcement leave, a calculation will be accomplished by the civilian pay section as to the amount which will be collected from the technician. Deductions for income tax withholding, thrift savings plan, and FICA, FERS, or CSRS will be based on the resulting balance.

If the technician performed normal technician duties before reporting for state active duty with her/her military unit, no collection will be made for that day. The technician was not excused from technician duties and was not under military control at that time. To find out more information, view the following: [http://www.wvang.af.mil/hro/Tech\\_Duties.pdf](http://www.wvang.af.mil/hro/Tech_Duties.pdf)

## Technician Worker's Compensation AGR Info

### **Computer-Based Training: Ergonomics Awareness Module Description**

This course provides workers with knowledge of basic ergonomic principles, an understanding of work-related musculoskeletal disorders, and an awareness of the signs and symptoms of ergonomic risk factors. With this knowledge comes the ability to identify work activities with ergonomic risks, leading to early reporting and injury avoidance.

#### **Registration**

• Go to: [https://ammoschool.sumtotalsystems.com/asp/en/lang-en/aac\\_welcome.asp](https://ammoschool.sumtotalsystems.com/asp/en/lang-en/aac_welcome.asp)

• When you complete the registration information, you will receive your user ID, password, and log-in instructions via email.

• With an active account, you will be instructed to go to: <https://ammoschool.sumtotalsystems.com>

When you successfully complete the course and assessment, you will be able to print and save a completion certificate for your training records. For Army personnel, future improvements include integration of your record into the Army Training and Reporting System (ATARS).

#### **Course Fees**

This course is FREE for all DoD employees. All non-DoD employees (those without a ".mil" email address) are required to pay a \$500 course fee.

If you have questions or need additional information, please contact the Ergonomics Program at the U.S. Army Center for Health Promotion and Preventive Medicine: 410-436-3928.

### **REMEMBER:**

#### ***OWCP-Supervisors***

You are required to submit worker's comp claims through EDI (Electronic Data Interchange). Using this web-based system is to the benefit of our technicians. Submitting CA-1's or CA-2's through EDI greatly increases the speed at which injured employees are given a claim file number and reduces the number of errors on each form. The website to access this system is <http://www.cpmosd.mil/icuc/EDI.aspx>. Then click on supervisor's link.



## Technician Retirement

Long term care insurance can be a smart way to help protect your assets and remain financially independent should you need long term care services. Most health insurance programs, including FEHB, TRICARE, and TRICARE for Life, provide little or no coverage for long term care. This is why the U.S. Office of Personnel Management (OPM) sponsors a long term insurance program for members of the Federal Family. It is important to consider how LTC could help protect your retirement income.

Did you know you can still apply for coverage under the Federal Long Term Care Insurance Program? You do not need to wait for an open season to apply. Request an Information Kit and application by calling 1-800-LTC-FEDS (1-800-582-3337) or visit [www.ltcfeds.com](http://www.ltcfeds.com).

### **AGR Retirement**

An Active Guard/Reserve service member is eligible to retire with 20 years of Active Federal Service (AFS). But did you also know that there are three different retirement systems? Dependent upon specific criteria, such as your Date of Initial Entry to Military Service (DIEMS), you can qualify for Final Pay, High-3, or CSB/REDUX. This article will focus on the CSB/REDUX program.

The CSB/REDUX retirement system applies to those who entered Military 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 service member makes a decision near the point of 14 and 1/2 years of service. To receive this bonus, the member must agree to complete a twenty-year active duty career. Continuation beyond twenty years is possible; 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.

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.

To find out more information about your retirement pay options, go to the website:

<http://www.defenselink.mil/militarypay/retirement/>

If you are interested in finding out more information regarding CSB/REDUX, contact the AGR Section, 561-6483, 6425, or 6423.



**Did you know that you need to request your AGR retirement 9-12 months out from the effective date? For more information regarding your retirement from the AGR program, go to:**

<http://www.armyg1.army.mil/rso/default.asp>

**Or contact the AGR Office, 561-6483.**

### **Child Care Subsidy for Activated or Deployed Soldiers**

Did you know that you may be eligible for a Child Care Subsidy allowance? NACCRRRA and the Department of Defense have partnered to bring military personnel (both Army and Air) who are activated or deployed assistance in paying for child care. Visit the NACCRRRA website to see if this subsidy could help you

<http://www.naccrra.org/MilitaryPrograms/> or call to speak with the military programs customer service representative at 1-800-424-2246.

## AGR Info (cont'd)

### SUSPENSE DATE FOR ADOS PACKETS TO HRO:

**August 18, 2008**

#### ADOS Checklist:

**This checklist and all documents (completed in their entirety) must be submitted to the HRO Office**

**Reference:** NGB-ARH Policy Memo # 06-023 dtd 21 April 2006

- Request Memorandum for T32 Full-Time National Guard Duty Operations
- Support (FTNGDOS).
- DA Form 1058-R (2 pgs) dtd Jul 93
- RPAS NGB Form 23A
- AFCOS Orders Query "Manday History Print"
- From 24 October 2004 to present
- DA Form 705
- Validate current passing APFT
- Verify Height and Weight (Include Body Fat Worksheet if applicable)
- Verification of Security Clearance (If needed for position)
- Print out of Soldier's Individual Medical Readiness Record (IMR)
- Memorandum of Understanding establishing parameters for participation in unit IDT and AT activities, signed by Soldier and Commander.

**Medical requirements listed below are meet prior to submitting the application packet.**

#### For tours of 31 or more days

- Retention (Chapter 3) physical (Current within 5 years from effective
- Date of orders)
- Annual Medical Screening (AMC) (Current within 60 days of effective date
- of Orders) prior to initiating active duty orders for 31 or more days, the
- Soldier must have a valid periodic medical examination with a DA Form
- 7349 completed within the previous 60 days and reviewed by the State
- Surgeon or Physician Designee in accordance with the standards of
- Chapter 3
- (Optional) Periodic Health Assessment (PHA) (Current within 60 days from
- effective date of Orders)
- **Effective 1 Oct 08 PHA will be mandatory and will replace both the Retention (Chapter 3) Physical and the AMC.**
- HIV showing "green" in MODS. (Within 2 years of Orders).
- Pregnancy test showing NEGATIVE results (Within 15 Days)
- Soldier with permanent 3 or 4 in the PULHES, who meet the medical
- retention standards as outlined in AR 40-501, must have completed an
- MOS Medical Retention Board (MMRB) IAW AR 600-60 in order to
- apply. The MMRB must have awarded a recommendation that states
- that the Soldier will be "retained in his/her current primary MOS"

**\*\*NOTE: POC with number is required or packet will be returned.**

## 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

**September 1, 2008: Labor Day**

**September 4, 2008: 4<sup>th</sup> Qtr FY08 Army Incentive Awards Board meeting, 1300 in HRO conference room**

**September 9, 2008: FECA Counsel Meeting, 0900 hrs in HRO Conference room**

## 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  
SSG Pete Campbell- AGR Assistant: 561-6423  
1LT Rachel Frye- AGR Assistant: 561-6679  
SPC Whitney Pomeroy- AGR Assistant: 561-6425  
CMSgt Scott Miller- Systems Manager 561-6427  
TSgt Keelee Goode- Systems Management Assistant: 561-6605  
MAJ. Doyle Hayes- Technician Manager: 561-6422  
Ms. Kay Pahl- Employee Relations Specialist: 561-6432  
SSG Siobhan Manier- Classification Spec.: 561- 6357  
SSgt Freda Harmon- Classification/Staffing Assistant: 561-6437  
SSgt Natalie Canada- Staffing Assistant: 561-6680  
SGT Katie Bailey- Staffing Assistant: 561-6359  
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- 167<sup>th</sup> H.R. Assistant: 616-5330  
SSgt Leanne Snodgrass- 167<sup>th</sup> H.R. Assistant: 616-5317  
SPC Corina Farley- 130<sup>th</sup> Technician Assistant: 561-6426  
Lt Col Kenny Hale- EEO/Labor Relations: 561-6430  
SGT Charlotte Gower- Training Development Spc.: 561- 6439  
MAJ Jeff McCray- ESGR: 201-3476  
Mr. Ed Bowman- ESGR: 201-3578  
Ms. Beth White- ESGR: 561-6438  
HRO Fax Machine- 304-561-6435

