

# MISSOURI NATIONAL GUARD

## HUMAN RESOURCES BULLETIN

FEBRUARY/MARCH

<http://moguard.com/>



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## **ALL PERSONNEL:**

### **AGR & TECHNICIAN NEW HIRE BRIEFING DATES**

All briefings will be held in Conference Room A (Room H 116B), ITST, 2302 Militia Drive, Jefferson City, MO 65101.

#### **EVENT**

#### **TIME**

#### **DATES**

AGR New Hire Briefings	13:00-15:00	6 February 2019
AGR New Hire Briefings	13:00-15:00	6 March 2019
AGR New Hire Briefings	13:00-15:00	3 April 2019
Technician New Hire Orientation	13:00-15:00	5 February 2019
Technician New Hire Orientation	13:00-15:00	19 February 2019
Technician New Hire Orientation	13:00-15:00	5 March 2019
Technician New Hire Orientation	13:00-15:00	19 March 2019



### **INTRODUCTION TO FASCLASS – THE PD DATABASE**

Tired of floundering to find a position description to complete an SF-52? This can be a task you simply do not have time to do. Read this short guide to learn how to quickly locate your documents. FASCLASS is an online database designed to store most approved position descriptions. For the National Guard, this is the only approved database for Dual Status and Title 5 descriptions.

FASCLASS is an internet based system and can be accessed from any computer.

Click on the link to see the program:

[https://acpol2.army.mil/fasclass/search\\_fs/search\\_fasclass.asp](https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp). You will then be routed to the Search by Position Data page.

Your search can be wide or narrow based on the fields you query. The CCPO ID will never change and will always remain NG. The PD# field can be filled in if you know the PD you need. If you are just searching, you can populate with either a “D” for Dual status or “T” for Title 5. Or, you can just leave it blank to pull up positions relevant to both types. The Position Title is sometimes obstinate. At times, it will bring up only PDs with the exact title; and other times, it will bring up PDs with a key word from the title. If you do not know the exact title, it might be better to utilize the “Wild Card” for position duties.

You can further filter the PDs by GS vs WG Series and Grade. The “Wild Card” works great if you wish to find a PD related to a specific topic, say: “DEERS” or “Public Affairs.” Lastly, at the bottom of the page, you can choose how to sort your responses. For instance, if you want to find all PDs related to Telecommunications, you can fill in the CCPO ID with NG; use the “Wild Card” and enter Telecommunication; then sort by grade. This will result in a list of 174 records; sorted with all GS07s grouped, GS09s, GS08s, etc.

It is important to realize PDs are written specifically for a directorate or level of work. Do not assume because you found a PD I can be utilized in your organization. You must open each PD and scroll down to “Position Duties” to understand where the PD can be used.

When it is time to complete an SF-52 for a position vice someone, the easiest way to determine what PD you will need to fill, is to look at the last SF-52 or SF-50 filled out on that individual. The PD title and number will be listed in block 7 and/or 15.

Here is a quick unit guide to help you determine correct Army position descriptions when completing a request for fill.

	Brigade		Battalion		Company	
Administrative Officer (AO)	GS12	D2051	GS11	D1174		
Administrative Officer (AO)			GS09	D1175		
Human Resources Specialist	GS09	D2054	GS09	D1176		
HR Assistant	GS06	D2056	GS06	D1190	GS06	D1100
Log Management Specialist	GS09	D2059	GS09	D1176		
Log Management Specialist			GS09	D1177		
Supply Tech	GS06	D2062	GS06	D1186	GS06	D1098
Supply Tech (w/ PB Section)	GS06	D2063	GS06	D1187		
Training Tech	GS11	D2065	GS09	D1180		
Training Tech	GS09	D2066	GS08	D1181		
Training Tech	GS07	D2067	GS06	D1182	GS06	D1096
Computer Operator	GS06	D2074				
Legal Assistant (OA)	GS06	D2076	GS06	D1192		
Readiness NCO					GS08	D1093
Readiness NCO (Detachment)					GS07	D1095

This guide and the FASCLASS link can be found on the Classifications webpage.

**POC: Mrs. Theresa Wagner, Human Resource Specialist, (573) 638-9500 ext. 39788, and Ms. Amelia Cruz, Human Resource Specialist, (573) 638-9500 ext. 39670**

## **VERIFY EFFECTIVE DATE OF OPEN SEASON ENROLLEMENT CHANGES AND PAYROLL DEDUCTIONS**

Did you make the Open Season changes you have been thinking about making last year? If so, this highlights three key things to be on the lookout for on your Leave and Earnings Statement (LES):

- ❖ Effective dates of these election changes
- ❖ Pay deductions and Benefit deductions (are exactly as they should be)
- ❖ Coverage types (if applicable)



If you made an Open Season enrollment change, it is important to note that the effective date for the new election is the first day of the first full pay period of the next following year for the Federal Employees Health Benefits Program (FEHB), and for the Federal Employees Dental and Vision Insurance Program (FEDVIP); for most employees this will be Sunday, January 6, 2019. The effective date of changes made for any of the federal dependent care, and health care Flexible Spending Accounts (FSA) is January 1, 2019.

Next, review the last LES received for the final pay period of 2018, and compare it against the first LES received for the first full pay period of 2019. Compare the pay deductions, under the “Deductions” block of your LES, to identify the changes from your Open Season elections and enrollment changes. Pay deductions will include state and federal taxes, Medicare and Social Security (OASDI), as well as any Benefits deductions; all of your Open Season election changes will appear here. For example, a change in enrollment type from Self Only to Self Plus One under FEHB, will increase your pay deductions as well as change your enrollment code. The enrollment code will change to indicate the new coverage type.



If your elections and enrollment changes are not reflected on your LES, and if you have an issues regarding your FEHB Open Season elections, or any other benefit and pay deduction questions: contact Ms. Jacqui Conatser, Human Resource Assistant, [jacqui.l.conatser.civ@mail.mil](mailto:jacqui.l.conatser.civ@mail.mil), Mrs. Andrea Vick, Human Resource Assistant, [andrea.r.vick.civ@mail.mil](mailto:andrea.r.vick.civ@mail.mil), or the remote designee at your location. For FEDVIP: contact BENEFEDS at [www.benefeds.com](http://www.benefeds.com), and for FSA related questions contact: FSA at [www.fsafeds.com](http://www.fsafeds.com).

### **DID YOU MISS OPEN SEASON?**

Open Season arrives during a busy time of the year, and before you know it the Open Season election period is over. Perhaps you had good intentions of reviewing your Federal Employee Health Benefits (FEHB), with plans to make some changes. Maybe you wanted to try a vision or dental plan through the Federal Employee Dental and Vision Insurance Program (FEDVIP). Perhaps you were looking forward to the tax breaks of a Flexible Spending Account (FSA). All hope is not lost! Although Open Season ended December 10, 2018, you are not forbidden to make changes for the rest of the year.



You will need to experience a Qualifying Life Event (QLE) in order to enroll or make changes to your FEHB, FEDVIP, and FSA outside of the Open Season. QLEs generally include a change in employment status, change in marital status, change in dependents, and change in dependence eligibility. Be aware that QLEs are not the same for all programs. Review the following links for QLE information on each type of benefit:

FEHB General Information: <https://www.opm.gov/healthcare-insurance/healthcare/>  
QLEs: <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/changes-you-can-make-outside-of-open-season/>  
FEDVIP General Information: <https://www.benefeds.com/>  
QLEs: <https://www.benefeds.com/Portal/EducationSupport?EnsSubmit=dental-vision-coverage&ctoken=nFb5WR9w>  
FSAFEDS General Information: <https://www.fsafeds.com/>  
QLEs: <https://www.fsafeds.com/public/pdf/FSAFEDS-QLE-Quick-Reference-Guide%20FINAL-s.pdf?h=dwcc8s9ru87mri4dcwei8a35w4n9ddharq6g8b77u5dhriiau3fo>

If no changes were made during Open Season, then your FEHB and FEDVIP will continue, unless your plan was dropped or cancelled from your previous service area. Your benefits and premiums may have changed as well. Your new plan will not be responsible for providing coverage until the effective date of Open Season enrollment, which for most employees is January 6, 2019.

If you have a FSAFEDS account and want to continue it another year, reenrollment during Open Season is necessary.

POC: Ms. Jacqui Conatser, Human Resource Assistant, [jacqui.l.conatser.civ@mail.mil](mailto:jacqui.l.conatser.civ@mail.mil), Mrs. Andrea Vick, Human Resource Assistant, [andrea.r.vick.civ@mail.mil](mailto:andrea.r.vick.civ@mail.mil), or the remote designee at your location.

## **MAKING A DEPOSIT FOR MILITARY SERVICE?**

Military Service Deposits **must be paid in full** prior to the date of separation or retirement. Since processing time requires approximately 120 days, employees who are anticipating retirement should plan accordingly.



The Office of Personnel Management (OPM) **will not** accept the Chronological Statement of Retirement Points, ARPC Form 294-E, or any other equivalent point forms from other military branches, as proof of active duty military service. The ARPC Form 249-E, or any other equivalent point forms, does not provide the actual to and from active duty dates, condition of service (honorable, other than honorable, etc.), lost time of active duty service completed. In order for the OPM to grant active duty military service credit under the CSRS or FERS retirement systems. The employee must provide proof of honorable service, type of duty service, and the actual to and from active duty dates. ABC-C will not allow retirement applications to be processed and forwarded to OPM for adjudication without required documents. Those required documents are; DD214, DD215, Military Orders, and Statement of Military Service.

National Guard employees who are submitting their applications for periods of service prior to date of hire, should be sent to the Army Benefits Center – Civilian.

National Guard employees who are submitting their application for, **Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)**, service should submit their applications to their local Human Resources Office (HRO) to be processed. This is any period of time within your federal employment that you elected to go in leave without pay via Absent-US and then Return to Duty.

ALL FILLABLE FORMS can be located at [www.opm.gov/forms](http://www.opm.gov/forms) or <https://www.abc.army.mil/>.

**STEP 1:**

- a.) You must complete the RI 20-97, Estimated Earnings During Military Service, and mail it to the appropriate military finance center (click here for the mailing addresses), with a copy of all DD Forms 214. If you already have your estimated earnings, go to Step 2.
- b.) When completing the RI 20-97, you should verify that you have the appropriate dates for your military service. For periods of military service that are NOT under USERRA rules, you should use the dates from your DD Form 214. For periods of military service that ARE under USERRA rules, you should base your dates off the following:
  - If you go on Leave Without Pay – Uniformed Services (LWOP-US)/Absent – Uniformed Services (Absent-US) BEFORE your military service begins, then use the date you started on Military Service (date entered on active duty).
  - If you go on LWOP-US/Absent-US AFTER your military service started, then use the date you went on LWOP-US/Absent-US.
  - If you Return to Duty (RTD) BEFORE your military service ended, use the date of the day before your RTD.
  - If you RTD after your military service ended use the end date on your DD Form 214.
- c.) If your military service is USERRA, you will need to specify periods of military service when you were on paid leave from your civilian position (military leave, annual leave, credit hour, or compensatory time).
- d.) U.S. Air Force Reservists with USERRA service, will need to take the RI 20-97 to their Reserve unit to get the estimated military earnings if they had periods of paid leave during the military service, or if they are documenting the military service with certified military orders (AF Form 938 or equivalent) instead of DD Form 214.
- e.) If you have service with more than one branch of the military, you will need to complete a separate RI 20-97 for each and mail it to the appropriate military finance office.

**STEP 2:**

Upon receipt of the estimated military earnings, for prior periods of service, FERS employees complete the SF 3108, and SF 3108A, Application to Make Service Credit Payments (FERS). Mail the application along with the completed estimated military earnings and DD Form 214 to the:

**Army Benefits Center – Civilian (ABC-C)  
305 Marshall Avenue  
Fort Riley, KS 66442-7005**

If you are making deposits for Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) service, submit application to the HR Representatives listed below. This is any period of time within your federal employment that you elected to go in leave without pay requesting Absent-US and then Return to Duty.

**STEP 3:**

When you receive the response from the DFAS office, you must make arrangements with DFAS to pay the deposit. If the letter is not received from DFAS, you may still begin paying the deposit when the amount of the military deposit shows in Block 20 of your Leave and Earnings Statement (LES).

**Payment Options:**

Lump Sum Payment: Make your check payable to DFAS-CL-DSSN 8522. The check must have “Catch-62 Military Deposit” and your Social Security Number written on it.

Mail to:

**DFAS Cleveland  
ATTN: J3DCBB/559  
1240 E. 9<sup>th</sup> Street  
Cleveland, OH 44199**

Partial Payments: This is any amount you choose, but it must be a minimum of \$25.00 per pay period. Follow the instructions in the paragraph above (Lump Sum Payment). Partial payments can be made along with payroll deductions.

Payroll Deductions: This is any amount you choose, but it must be a minimum of \$25.00 per pay period. There must be a request in writing (no particular form) submitted to your payroll office, which includes the following: (1) Social Security Number; (2) name; (3) amount of deduction per pay period; (4) date to start the deduction; and (5) signature.

**Online Payment:** Go online to <https://www.pay.gov>. In the search engine, type in MSD8522 and click on search. On the next page, click on the red 'Continue to the Form' button. Follow the instructions to complete the form and make your online payment for your military deposit. Under the Database dropdown, if you are Army or Army National Guard, choose OMA; if you are Air National Guard, choose CP1; and if you are DCMA, choose ZKA.

**STEP 4:**

Once your military deposit has been paid in full, you will need to request proof of payment. This is not automatic. Contact your local remote designee at your location or Human Resources representative, and have a Remedy Ticket sent to DFAS requesting the proof of payment. When the proof of payment is received at your home of record, provide a copy to your Human Resources representative, to be placed in your electronic Official Personnel Folder (eOPF).

POC: Ms. Jacqui Conatser, Human Resource Assistant, [jacqui.l.conatser.civ@mail.mil](mailto:jacqui.l.conatser.civ@mail.mil) or Mrs. Andrea Vick, Human Resource Assistant, [andrea.r.vick.civ@mail.mil](mailto:andrea.r.vick.civ@mail.mil) or the Remote Designee at your location.



Have You Reviewed Your  
**Designated  
Beneficiaries?**

**WHO IS YOUR BENEFICIARY?**

One important task during your employment and retirement planning, is thinking about how you want to designate who will receive your federal benefits after you are deceased. Beneficiary forms are among the most litigated pieces of paperwork in the federal government.

Designations of beneficiaries must be in writing, signed by the designator, witnessed and filed with the Office of Personnel Management, and the Thrift Savings Plan or your agency, depending on the type of benefits.

**Think back over your federal career. Have any of the following occurred?**

- **Marriage**
- **Death of a family member**
- **Divorce**
- **Birth or adoption of a child**

**If you have experienced any of these events, it is possible that you may need to update your beneficiary designations. The following benefit systems rely on such designations. The following benefit systems rely on such designations:**

- **Civil Service Retirement System: Filed at OPM's Retirement Operations Center in Boyers, PA., for employees and annuitants.**
- **Federal Employees Retirement System: Filed in official personnel folders for employees and at OPM for annuitants.**
- **Federal Employees Group Life Insurance: Filed in official personnel folders for employees and at OPM for annuitants.**
- **Thrift Savings Plan: Filed at the TSP's service office in Birmingham, AL.**
- **Unpaid compensation (your last paycheck, payment for unused annual leave, and anything else the agency owes you but has not paid): Filed in official personnel folders.**



### **Order of Precedence**

**So, what happens if you do not have beneficiary designations on file? According to OPM's FEGLI section, it occurs in half of all cases involving distribution of lump-sum death benefits. For CSRS, FERS, TSP, and unpaid compensation benefits, here is the order of precedence for payment if there is no valid designation on file when you die:**

- 1. To your widow or widower.**
- 2. If none, to your child or children in equal shares, with the share of any deceased child distributed among that child's descendants.**
- 3. If none, to your parents in equal shares or the entire amount to your surviving parent.**
- 4. If none, to the executor or administrator of your estate.**
- 5. If none, to your next of kin under the laws of the state where you lived at the time of your death.**

## **Assignment of Federal Employees Group Life Insurance (FEGLI)**

For FEGLI, you have the option of assigning your life insurance to someone else, giving them ownership and control of your coverage. The money then goes to the assignee or the assignee's beneficiary when you die.

Under such cases, the insurance still covers your life and you must continue to pay for it, but someone else controls the coverage. You may assign your life insurance to an individual, a corporation or an irrevocable trust, but your decision to make such an assignment cannot be changed. (Also, you cannot assign Option C coverage under FEGLI).

If you have filed form [RI 76-10](#) assigning ownership of your life insurance to someone else, the Office of FEGLI will pay benefits to the beneficiary designated by your assignee, if there is one. If there is not, the benefits will go to your assignee.

If you did not assign ownership and there is a valid court order on file, the office will pay benefits in accordance with that court order. If there is no valid court order on file, benefits will be paid according to the order of precedence in the chart above.



### **Resources**

#### **Designation of Beneficiary forms:**

- **Unpaid Compensation of Deceased Civilian Employee**
- **CSRS**
- **FERS**
- **FEGLI**
- **Thrift Savings Plan**

**Federal Employee's Group Life Insurance: Designations to a Trust Chapter 34, Designation of Beneficiary, CSRS and FERS Handbook.**

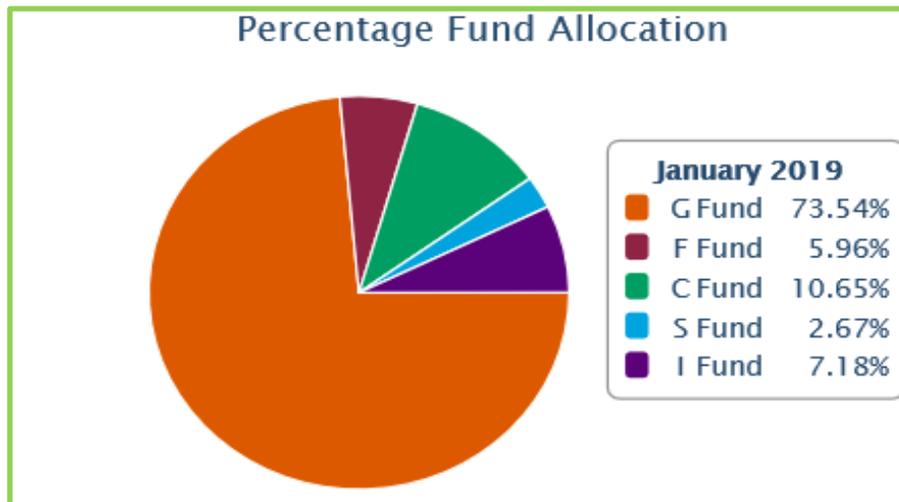
## To Do



- ❖ If you are satisfied with the order of payment listed above, you do not need to do anything.
- ❖ If you want payment to be made differently from the order listed above, and you have not assigned your life insurance and a valid court order is not on file, you must designate a beneficiary.
- ❖ Remember that you need to take on this task yourself; even a court-appointed guardian or someone with your power of attorney cannot do it for you.
- ❖ If there is a valid court order on file, you may not change or submit a designation of beneficiary unless the person named in the order agrees in writing, or the order is modified.
- ❖ A designation made in any other document is valid only if the document specifies your benefits, is signed by you and otherwise meets the requirements of a valid designation of beneficiary.
- ❖ If you decide to file a designation, be sure it remains accurate and reflects your intentions. You should review your designation periodically, and file a new designation whenever a beneficiary's address changes. If you neglect to update the addresses of the beneficiaries, it may be difficult to locate them to pay the benefit. The government will try for one year to locate a beneficiary before the standard order of precedence is used.
- ❖ Be careful when obtaining a blank beneficiary form from your agency's benefits office. It may be obsolete. It is better to download the latest beneficiary forms online (see the Resources section above).

Current federal employees and retirees' can locate current beneficiary forms at [www.opm.gov/forms](http://www.opm.gov/forms). Current federal employees can also access them at <https://www.abc.army.mil/>.

POC: Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, [gayla.a.propst.civ@mail.mil](mailto:gayla.a.propst.civ@mail.mil), Mrs. Leigh Ann Smith, Human Resource Specialist, [leigh.a.smith62.civ@mail.mil](mailto:leigh.a.smith62.civ@mail.mil).



### **TSP Lifecycle Funds (L Fund)**

If you are looking for a simple, low maintenance way of investing money in your TSP account, the Lifecycle Funds may be for you. The process is easy and you do not have to figure out how to diversify your account, or how and when to rebalance your funds.

The strategy of the L Fund is to invest an appropriate mix of the G, F, C, S, and I Funds for a particular time horizon or target retirement date.

Each L Fund is made up of the five individual TSP funds (G, F, C, S, and I) and maintains a balance of investment risks and returns for a particular time horizon. When the L Fund reaches its target date, it will automatically become the L Income Fund which is the most conservative of the L Funds. It focuses on capital preservation while providing little exposure to the riskier Funds (C, S, and I Funds) in order to reduce the effects of inflation. The greater the number of years before retirement the more risk you incur in your TSP account to pursue higher rates of return. However, as you get closer to your target date, your allocation to the riskier funds will get smaller while your allocation to the more conservative G Fund get larger.

You have the option to invest your TSP account balance in more than one L Fund account closest to your time horizon; if your target date falls between the target dates that are offered.

**While there are several risks associated with investing in the L Funds, to include:** being subject to the investment risks associated with each Fund, and having periods of gain and losses, just as the individual TSP fund. There are also several advantages. Participating in the L Funds simplifies your fund selection and assures you that your TSP account is broadly diversified. Moreover, you do not have to adjust your investment allocations as your target date approaches since the L Funds will automatically adjust it for you. For additional information visit [www.tsp.gov](http://www.tsp.gov).

POC: Mrs. Gayla Propst, Human Resource Specialist (Benefits)  
 Supervisor, [gayla.a.propst.civ@mail.mil](mailto:gayla.a.propst.civ@mail.mil), Mrs. Leigh Ann Smith, Human  
 Resource Specialist, [leigh.a.smith62.civ@mail.mil](mailto:leigh.a.smith62.civ@mail.mil).



## DEADLINE FOR SUBMISSION OF SELECTION PACKAGES AND TEMPORARY APPOINTMENT PACKAGES

The Human Resources Office is enforcing the policy of submitting selection packages and temporary appointment packages, **10 working days** prior to the effective date of the action (start date). Due to the implementation of the Army ATAAPS Program and to assist in proper management of the Air ATAAPS Program, the time line for submitting selection packages and temporary appointment packages have to be adhered. This is to ensure that our office processes and approves personnel actions in a timely manner, so that employees and supervisors can input and certify time and attendance in the ATAAPS Program.

### CONFIRMING EFFECTIVE DATES OF PLACEMENT

Selecting officials may contact the individual that has been **TENTATIVELY** selected from a selection package or temporary appointment package, **ONLY** to obtain the needed information to complete the employment documentation. Selecting officials **WILL NOT** make any commitment of employment, or establish an effective date until notified by the Human Resources Office that the selection or temporary appointment has been approved. At that time, the selecting official may contact the selected individual and confirm an effective date of placement.

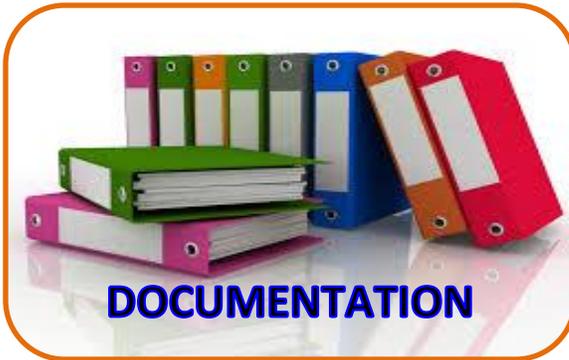


### REVISED STATEMENTS OF UNDERSTANDING DOCUMENTS

The following Statements of Understanding have been revised:

- MOTP Form 296-4, Statement of Understanding for Indefinite Appointment
- MOTP Form 296-5, Statement of Understanding for Indefinite Appointments
- MOTP Form 296-6, Statement of Understanding for Temporary Promotions

These revised documents can be found under the HR Forms tab on the Human Resource web page at [www.moguard.com](http://www.moguard.com).



## **REVISED EMPLOYMENT DOCUMENTATION TO COMPLETE SELECTION PACKAGES**

The two documents listed below, have been revised to outline the required documentation that needs to be submitted to complete selection packages for Dual Status National Guard employment and Title 5 National Guard employment:

- Dual Status National Guard Employment Documentation Required For Completion of Selection Packages.
- Title 5 National Guard Employment Documentation Required For Completion of Selection Packages.

These revised documents can be found under the Staffing tab on the Human Resources web page at [www.moguard.com](http://www.moguard.com).

Please discard previous versions of these documents and ensure the revised instructions and documents are used for tentative selections made from this point forward.

## **REVISED DUAL STATUS NATIONAL GUARD TEMPORARY EMPLOYEE LETTER OF INSTRUCTIONS**

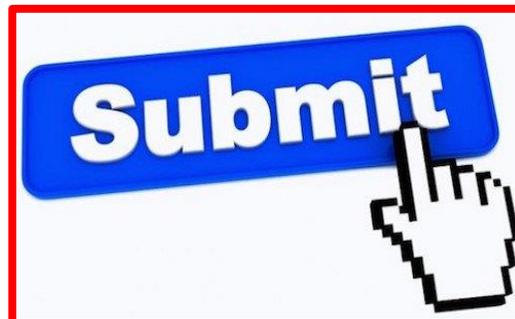
The Dual Status National Guard Temporary Employee Letter of Instructions has been revised and can be found under the Staffing tab and also under the HR Forms attached with the SF-52 for Temporary Appointment NTE (NOA 171): Example on the Human Resources web page at [www.moguard.com](http://www.moguard.com).

Please discard previous versions of this document and ensure the revised instructions and documents are used for temporary packets submitted from this point forward.

POC: Mrs. Carol Otto (573) 638-9500 ext. 39644

## **SUBMITTING SF-52s TO HR**

The HR Office is implementing the use of the GERARS system for submitting AGR SF-52s, and Technician SF-52s for those who do not have DCPDS access. This system will replace the former SAFE system submission process, and the current process of submitting via email.



Some of you may already be familiar with this system. For those of you who are not, we tried to make this process as simple as possible for you. We recommend that you save these instructions for quick reference. The system is fairly simple to operate, but will take some getting used to. The instructions for submitting SF-52s through GEARS are posted on the MOGUARD website, and can be accessed at the link below.

POC: Ms. Elaine Lock, Human Resource Specialist, (573) 638-9500 ext. 39690, Danielle Calvin, Human Resource Specialist, (573) 638-9500 ext. 37746, and Mr. Nicholas Garrard, Human Resource Specialist, (573) 638-9500 ext. 37493.

## **AGR PERMANENT CHANGE OF STATION (PCS)**

Only soldiers who are being reassigned from their home of record to a new duty station outside of 55 miles or more are entitled to PCS funding. Soldiers cannot move prior to issuance of PCS orders. Funding must be approved by NGB prior to AGR Branch issuing PCS orders. All soldiers must register in move.mil prior to their HHGs and to receive reimbursement. Soldiers are only authorized a maximum weight allowance by pay grade anything exceeding that limit is the soldiers' responsibility. Please also note that if a soldier elects to move prior to issuance of PCS orders, they may or may not be reimbursed for their move. For soldiers who have extenuating circumstances and may need to move prior to orders being issued, must contact the Human Resources Office for exception to policy procedures. Soldiers must submit all PCS documents to the Human Resource Office – AGR Branch for processing.

POC: MSG Shannon Johnson, NCOIC AGR Branch, (573) 638-9500 ext. 39654  
SFC Cynthia Schillers, (573) 638-9500 ext. 37490  
SSG Aaron Williamson, (573) 638-9500 ext. 39757



## **ARMY AGR RETIREMENT BRIEFINGS HELD AT FORT LEONARD WOOD AND FORT LEAVENWORTH, KANSAS**

The AGR Retirement Briefing starts at 08:00-12:00 at Lincoln Hall Auditorium located at the Engineer Center, Fort Leonard Wood, Missouri. This briefing is required if you are an AGR soldier within two years of retirement. AGR Retirement Briefings will be conducted:

12 February 2019  
11 June 2019

The AGR Retirement Briefing starts at 08:00-12:00 at the Resiliency Center located at 600 Thomas Ave (Bldg.198), Fort Leavenworth, Kansas. This briefing is required if you are an AGR soldier within two years of retirement. For additional information, please call (913) 684-2425. AGR Retirement Briefings will be conducted:

26 February 2019  
30 April 2019  
18 June 2019  
27 August 2019  
15 October 2019  
17 December 2019

Soldiers may contact Retirement Services Office to pay travel pay to those spouses traveling with their soldier to a Retirement Briefing. For additional information please contact Debra Havens at (573) 638-9500 ext. 37011 or John Lewis at (573) 638-9500 ext. 39648.

## **AGR LEAVE**

If you had leave pending in the system to be charged at the 2018 Fiscal Year rollover that will ensure you have under 60 days of leave, but it has not charged on your LES please email the AGR Branch. DFAS should have processed your leave and deducted from your "lost leave" balance. You will not lose leave due to processing delays. AGR Branch will re-send the leave transaction in the Leave Log.



## **AGR ORDERS CHANGE**

The AGR Orders production process is changing from the Legacy AFCOS orders system to a web-based orders production program. If you currently receive AGR orders on distribution, you will no longer receive that distribution. Please be patient with the AGR Branch as we navigate the new process and implement new procedures. Please call our office if you have questions or concerns.

## **AGR JOB APPLICATION SUBMISSION CHANGE**

The AMRDECC Safe System is currently down. Their website states they are uncertain if the site will be reinstated. As a result of this and the current security requirements, AGR Branch will be transitioning to a new electronic method of submission.

Please refer to the job announcement for current job application submission. **Application must be received by close of business on date job closes.**

## **REQUESTING LESs**

AGR soldiers needing an LES can access the DFAS.mil website. From the home page scroll down to the bottom of the page and select **askDFAS**. This will bring you to the Online Customer Service page. Scroll down to the Military LES Requests. Click agree and then click "SUBMIT A TICKET." Here you will provide all the necessary information and attach any supporting documentation.

The following link will take you directly to the online request form:

<https://corpweb1.dfas.mil/askDFAS/custCategories.action?pgModId=5242>

## **UPDATE TO PARENTAL AND MATERNITY LEAVE POLICY**

There have been some updates to the Parental and Maternity Leave Policy: Army Directive MPLP 2019-05. Army Directive 2019-05, Army Military Parental Leave Program dated 22 January 2019, updates and clarifies the Military Parental Leave Policy. Access the new policy at:

<https://armypubs.army.mil/ProductMaps/PubForm/ArmyDir.aspx>.





### **ARMY AGR SEPARATION/RETIREMENTS**

SSG Cooper, Wendell DET 2 1221 <sup>ST</sup> TRANS CO	SFC Johnson, William HHD 205 <sup>TH</sup> MP BN
SSG Diego-Toney, Andrew HHC 1 <sup>ST</sup> BN 135 <sup>TH</sup> AV	MSG Derek, Morgan MO R&R BN
SGT Ramsey, Jesse MO R&R BN	SFC Johnson, Donald JFHQ-MO
CW4 Galloway, John JFHQ-MO	



### **AIR AGR NEW HIRES**

Maj Mitchell, Michael	139 AW	SSgt Jones, Jonathan Jr.,	139 AW
MSgt Holt, Jason	139 AW	SSgt Tallman, Justin	139 AW



### **AIR AGR PROMOTIONS**

MSgt Zachariah, Joshua      139 AW



### **AIR AGR SEPARATIONS/RETIREMENTS**

MSgt Proctor, Jerry	Det 1, 131 BW	CMSgt Douglas, Larry	139 AW
TSgt Richardson, Crystal	131BW		



<b>RANK</b>	<b>LASTNAME</b>	<b>FIRST NAME</b>	<b>UNIT</b>	<b>YEARS OF SERVICE</b>
TSG	BAUMANN	STEPHEN R	131 CEG SQ	10
SGT	BLAYLOCK	LLOYD G	HHD, 1107 TASMG - TASMG SHOP	10
SSG	COOPER	JONATHAN R	131 MAI SQ	10
CIV	CORDONNIER	AMY V	MOARNG FULL TIME SUPPORT - USPFO FISCAL ACCOUNTING BR	10
SSG	DUNAGAN	REAGAN L	131 MAI SQ	10
SGT	DYKES	ANTHONY C	HHD, 1107 TASMG - TASMG SHOP	10
MSG	HARRELSON	JAMES L.	131 MAI SQ	10
MAJ	MILLER	BETH H	JOINT FORCE HQ - MO - MILITARY PERSONNEL OFC HQ	10
SGT	MILLER	DAVID J	FMS 8 - MO - FIELD MAINTENANCE SHOP	10
1LT	MING	DREW C	FMS 7 - MO - FIELD MAINTENANCE SHOP	10
SSG	SAZONOV	DENNIS Y	MOARNG TNG CTR, FT LEONARD WD - TRAINING SITES	10
SSG	SCHEER	BRADLEY J	ARMY AVIATION SUPPORT FACILITY -	10
SGT	STUMPPF	ZACHARY P	AAFA - MO - ARMY AVIATION FLIGHT ACTIVITY	10
SSG	VAN O'LINDA	JESSE R	HHD, 1107 TASMG - TASMG SHOP	10
SFC	WEBER	PAUL A	HHD, 1107 TASMG - TASMG SHOP	10
CW2	WELTER	JONATHAN D	AASF (FLW) - MO - AASF - OPRNS & TRNG	10
LTC	BLACK	EDWARD E	139 ALF WG	15
TSG	BLACKMON	LAWRENCE C	131 MAI SQ	15
CIV	CANUTO	KORBAY D	MOARNG FULL TIME SUPPORT - G4 (DEPUTY CHIEF OF STAF - LOG)	15
MAJ	DAUTENHAHN	MARIE NMN	JOINT FORCE HQ - MO - DCSOPS PLNS OPNS MIL SPT BR	15
CW2	FAULKNER	ABRAHAM D	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP	15
MSG	GLASPER	DEMORRIS E.	139 MAI SQ	15
SGT	HUTINGER	TIMOTHY R	USPFO - MO - USPFO SS DIV STRG AND DISTR BR	15
CW2	KOPPEN	ANDREW C	FMS 6 - MO - FIELD MAINTENANCE SHOP	15
CW3	LAWRENCE	ANDREA G	MO ARNG FMS 10 - FIELD MAINTENANCE SHOP	15
SFC	POLLARD	ERNEST F	USPFO - MO - CIF	15
W01	SWITZER	JEFFERY A	USPFO - MO - USPFO SS DIV STRG AND DISTR BR	15
CW2	SWORDS	SCOTT S	FMS 6 - MO - FIELD MAINTENANCE SHOP	15
TSG	TODARO	ANTHONY F	131 MAI SQ	15
MSG	WEBER	SCOTT M	131 MAI SQ	15
W01	WILLIAMS	RYAN N	FMS 8 - MO - FIELD MAINTENANCE SHOP	15



<b>RANK</b>	<b>LASTNAME</b>	<b>FIRST NAME</b>	<b>UNIT</b>	<b>YEARS OF</b>
MSG	WINDLE	RYAN B	131 MAI SQ	15
CIV	WITT	MARIA L	MOARNG FULL TIME SUPPORT - USPFO SUPPLY & SERVICES DIV	15
SMS	JOHNSON	PHILIP B	131 MAI SQ	20
MSG	SAPPINGTON	JOHN A	139 AMX SQ	20
CIV	MILLER	WILLIAM D	MO ANG HQ T5	30
MSG	ROSE	BRENT L	139 MAI SQ	30
CMS	WHEELER	DAVID E	157 ACU SQ	30
MSG	ZIMMER	DANIEL N	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP	30
MSG	GARNER	CARROLL D	131 MAI SQ	35
MSG	HOSKINS	TROY A	USPFO - MO - USPFO SS DIV STRG AND DISTR BR	35

## **HUMAN RESOURCE STAFF**

Mr. Rodney Ginter, Director of Human Resource,  
573-638-9500 ext. 39642

Mrs. Jaclyn Jarvis, Human Resource Assistant,  
573-638-9500 ext. 37743

### **EQUAL EMPLOYMENT OPPORTUNITY**

Mrs. Paula Prosser,  
573-638-9500 ext. 39689

Mr. Michael Marsden,  
573-638-9500 ext. 39586

(Vacant), 573-638-9500 ext.  
39854

### **OCCUPATIONAL HEALTH**

(Vacant), 573-638-9500 ext.  
39743

Ms. Rebecca Birdsong,  
573-638-9500 ext. 37742

## **FTUS PERSONNEL MANAGEMENT**

Mr. William Miller, Deputy Director of Human Resource,  
573-638-9500 ext. 39600

### **LABOR MANAGEMENT**

Mr. Adam Miller,  
573-638-9500 ext. 37148

### **DATA MANAGEMENT**

Mrs. Elaine Lock, 573-638-9500  
ext. 39690

Mr. Nicholas Garrard, 573-638-  
9500 ext. 37493

Mrs. Danielle Calvin, 573-638-  
9500 ext. 37746

## **EMPLOYEE DEVELOPMENT/ BUDGET**

Mr. Dave Cavalcanto, 573-638-9500 ext. 39524

## **TECHNICIAN BRANCH**

### **POSITION CLASSIFICATION**

Mrs. Theresa Wagner,  
573-638-9500 ext. 39788

Ms. Amelia Cruz,  
573-638-9500 ext. 39670

Mr. Chima Okorafor  
573-638-9500 ext. 39520

### **STAFFING**

Mrs. Carol Otto,  
573-638-9500 ext. 39644

Mrs. Tracina Harrison,  
573-638-9500 ext. 37495

Mrs. Natalie Soto Cortes,  
573-638-9500 ext. 39811

Ms. Nancy Browne,  
573-638-9500 ext. 37917

### **EMPLOYEE BENEFITS**

Mrs. Gayla Propst, 573-638-9500 ext. 39892

Mr. Steven Cebuhar, 573-638-9500 ext. 37497

Mrs. Andrea Vick, 573-638-9500 ext. 37494

Mrs. Leigh Smith, 573-638-9500 ext. 37499

Ms. Jacqui Conatser, 573-638-9500 ext. 37496

## **FTUS MANPOWER & AGR MANAGEMENT NCOIC**

### **AGR BRANCH**

MSG Shanon Johnson, 573-638-9500 ext. 39654

### **AIR**

Mrs. Geri Gaines,  
573-638-9500 ext. 37498

### **ARMY**

SSG Aaron Williamson,  
573-638-9500 ext. 39757

SPC Hunter Gladbach,  
573-638-9500 ext. 39674

### **TOURS MANAGEMENT**

SFC Cynthia A. Schillers,  
573-638-9500 ext. 37490