

# MISSOURI NATIONAL GUARD

## HUMAN RESOURCES BULLETIN

APRIL

<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.

<b><u>EVENT</u></b>	<b><u>TIME</u></b>	<b><u>DATES</u></b>
AGR New Hire Briefings	13:00-15:00	3 April 2019
AGR New Hire Briefings	13:00-15:00	1 May 2019
AGR New Hire Briefings	13:00-15:00	5 June 2019
AGR New Hire Briefings	13:00-15:00	10 July 2019
Technician New Hire Orientation	13:00-15:00	2 April 2019
Technician New Hire Orientation	13:00-15:00	16 April 2019
Technician New Hire Orientation	13:00-15:00	30 April 2019
Technician New Hire Orientation	13:00-15:00	29 May 2019

**Technician New Hire Orientation for 29 May 2019, will be held in HR Conference Room. Please stop by the HR Benefits Office to be directed to the HR Conference Room.**





## **UPDATING EMAIL ADDRESS IN MYBIZ+**


MyBiz+ is a multi-faceted site and helps to manage a good portion of your civilian career. As a full-time civilian, it is important for your contact information to be accurate in the system. Any news and updates from HR will be pushed out from this system and those announcements will go to the email address that you have in the system. Additionally, you will not be able to access your personnel records in eOPF without the correct email address in the system. It must be a @mail.mil email address in order for the system to recognize it.

In order to update your email address in the system, go to the homepage in MyBiz+, click on “Updated contact information” and update email address with your @mail.mil email account. This will ensure you receive any updates from HR.

[Login Help](#) | [Contact List](#) | [Frequently Asked Questions \(FAQ\)](#)




# DCPDS PORTAL




## News and Information

Last updated February 02, 2018  
13:00 CDT

 The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the DoD Expeditionary Civilian Workforce (DoD-ECW) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

The added value for employees who volunteer to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalition partners, financial incentives, and ultimately making a difference in the Department of Defense mission. DoD civilians interested in learning more about the DoD-ECW may do so using the following link - <https://www.cdms.usdhsivexpeditionary/home.html>

 Thank you for all of your feedback during the first year of MyBiz+! We appreciate the time and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+.

## Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)

## Smart Card Access

To access MyBiz+HR application, select **Smart Card Log In**.

**Important** If you received a new Smart Card with no changes to your information (Full Name or EDIR) select **Smart Card Log In**.

**Smart Card Log In**



**Register** your Smart Card for the **First Time**  
**Re-register** a newly issued Smart Card (e.g., you had a Name Change)  
**Convert** from a Non-Smart Card User to a Smart Card User

## Non-Smart Card Access


To access MyBiz+HR application, select **Non-Smart Card Access Log In**.

**Non-Smart Card Access Log In**

**Register** as a Non-Smart Card User for the **First Time**  
**Reset Password**



# DCPDS PORTAL





My Application/Database [Add Additional Application/Databases](#)


Last Login: 27-FEB-2019 05:56:00 AM


Select the applicable HR MyBiz+ file to access your Agency's database. If your Agency's file is not displayed, select the [Add Additional Application/Databases](#) link above to complete your MyBiz+HR application registration.



## Choose your Path

**HR**  
MyBiz+ NG

**DD**  
DCPAS Data Dictionary

**MyBiz+**  
for HR Professionals  
REG15

**Click Here** 

 To protect your personal information, log out of your DCPDS Portal session by selecting the **'Logout'** button. 

Page 2

## Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

**Authorities:** 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O. 9397.

**Principal Purposes:** To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

**Routine Uses:** None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

**Disclosure:** Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

Accept

← Click Here

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)



[Other DCPDS Applications](#) - [★ Favorites](#) - [Customer Support](#) - [Help](#) - [Logout](#)

★ You have no unread notifications.

Welcome,

The information is current as of 26-Mar-2019

Last Login: 27-Feb-2019 07:56:10 AM

Home

[Home](#) [Settings](#) [Help](#) [Logout](#)

★ [Provide Feedback](#)

[Manage My Views](#)

### Key Services

[Manage Key Services](#)

[MyPerformance](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

Contact Information

Work Email [Update](#)

Work Email

Phone

Address

Emergency Contacts

[Update MyTeam](#)

[Civilian Expeditionary Workforce \(CEW\)](#)

[Civilian Career Brief](#)

### Leave

Annual Leave Balance: 14.00

Sick Leave Balance: 14.50

Annual Leave Forfeit Balance (Use or Lose): 0

Detail Pages



### Other DCPDS Tools

[DCPDS Navigator Homepage](#)

[Add HR Region Associations](#)

[DCPAS Data Dictionary](#)

[MyBiz+ for HR Professionals REG15](#)

### Last Personnel Action

Type of Action: Promotion

Effective Date: 23-Dec-2018

### Insurance

Health Insurance: Federal Employee Health Benefits Special Code (ZZ)

Life Insurance: Basic only

### Pay

Gross Pay: 1585.60

Net Pay: 1279.22

Pay Period End Date: 16-Mar-2019

POC: for the MyBiz+ application are Ms. Elaine Lock, Human Resource Specialist (Data Management) Supervisor, (573) 638-9500 ext. 39690, Mrs. Danielle Calvin, Human Resource Specialist (Data Management), (573) 638-9500 ext. 37746, and Mr. Nicholas Garrard, Human Resource Specialist (Data Management), (573) 638-9500 ext. 37493.

## **GEARS SYSTEM REPLACES SAFE SYSTEM FOR SF52 SUBMISSION**



The HR Office has implemented the use of the GEARS system for submitting AGR SF-52s and Technician SF-52s for those who do not have DCPDS access. This system replaces the former SAFE system submission process since it is no longer available. The GEARS system allows us to have some accountability and have a more efficient tracking mechanism. 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. The system is fairly simple to operate, but will take some getting used to. The instructions for submitting SF-52s to HR are on the MOGUARD website, please refer to the link listed below. SF-52s received by email will be returned without action. MOGUARD Site Link:

<http://www.moguard.com/hot-topics/> : Miscellaneous: GEARS – User Instructions

POC: Contacts for SF-52 submission are Ms. Elaine Lock, Human Resource Specialist (Data Management) Supervisor, ext. 39690, Mrs. Danielle Calvin, Human Resource Specialist (Data Management), ext. 37746, and Mr. Nicholas Garrard, Human Resource Specialist (Data Management), ext. 37493.

## **IMPLEMENT CONVERSION TO 3 TIER PERFORMANCE APPRAISAL SYSTEM**

It is time to implement the conversion to the 3 Tier Performance Appraisal System and change the performance rating period from 1 April to 31 March for permanent and indefinite Title 32 dual status Technicians and Title 5 employees.

All supervisors should currently have a new performance plan in place for all employees within the 5 Tier Performance Management Appraisal Program, except for those employees who are exempt, for the rating period of 1 October 2018 to 30 September 2019.

First, immediately complete a performance appraisal for rating period of 1 October 2018 to 31 March 2019 within this 5 Tier Performance Management Appraisal Program. The rating period ending date must be changed manually to 31 March 2019. The appraisal effective date will have to be changed manually to 1 April 2019. The rating period will be for a shorter period of time and require a performance appraisal to close out the program.

Go to MyBiz+ at <https://compo.dcpds.cpms.osd.mil/> to complete the final 5 Tier Performance Appraisal for employees, excluding those who are considered an exception.



### **Exceptions are:**

- A.) Appraisal for this rating period have to be for at least 120 day period of service. If not, complete the performance appraisals at the end of that 120 day period. Change the ending date manually from 31 March 2019 to account for the full 120 day period. The appraisal effective date will also be changed manually to the day after the ending date of appraisal.
- B.) For a permanent and indefinite employee that is currently on a probationary period, do not complete a performance appraisal. Newly hired employees must be on board for 1 full year before a performance appraisal is completed. That employee will complete the appropriate probationary period under their current 5 Tier Performance Plan. Once an appraisal is completed, then immediately complete performance plan for next rating period implementing the 3 Tier appraisal program. Temporary employees do not receive a performance plan or performance appraisal.

Second, while in MyBiz+, <https://compo.dcpds.cpms.osd.mil/>, begin the 3 Tier Performance Plan for rating period 1 April 2019 to 31 March 2020. This is done while on the MyPerformance Main Page. When creating a new plan, the plan type selected is "DOD Performance Appraisal Program." Once "DOD Performance Management Appraisal Program" is selected continue to complete the plan. The effective date will populate automatically to 1 June 2020. This effective date has been established by NGB, do not change. For step by step assistance use the "How Do I" manuals and training material located at <http://www.moguard.com/performance-appraisal-application-training-paa/>.

POC: For questions accessing MyBiz+, My Performance or maneuvering within the actual system contact Mr. Nick Garrard, Human Resource Specialist (Data Management), [nicholas.s.garrard.civ@mail.mil](mailto:nicholas.s.garrard.civ@mail.mil) or Ms. Elaine Lock, Human Resource Specialist (Data Management) Supervisor, [elaine.c.lock.civ@mail.mil](mailto:elaine.c.lock.civ@mail.mil).

POC: Concerning regulations and requirements of performance management contact Mrs. Leigh Ann Smith, Human Resource Specialist (Benefits), (573) 638-9500 ext. 37499 or [leigh.a.smith62.civ@mail.mil](mailto:leigh.a.smith62.civ@mail.mil), or Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, (573) 638-9500 ext. 39892 or [gayla.a.propst.civ@mail.mil](mailto:gayla.a.propst.civ@mail.mil).



## **RELEASE OF UPDATED VERSION OF eOPF v5.0.4**

The eOPF v5.0.4 release will be effective 1 April 2018, and will offer PIV/CAC card registration as an option for logging into eOPF, alongside the current method of using an ID and password (Current Users). The eOPF link remains the same <https://eopf.opm.gov/nationalguard/>. Instructions for accessing eOPF via PIV/CAC to include registering your PIV/CAC will be posted to the HR website.

POC for accessing eOPF: Ms. Elaine Lock, Human Resource Specialist, ext.39690, [elaine.c.lock.civ@mail.mil](mailto:elaine.c.lock.civ@mail.mil) or Mr. Nicholas Garrard, Human Resource Specialist, ext. 37493, [nicholas.s.garrard.civ@mail.mil](mailto:nicholas.s.garrard.civ@mail.mil).

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



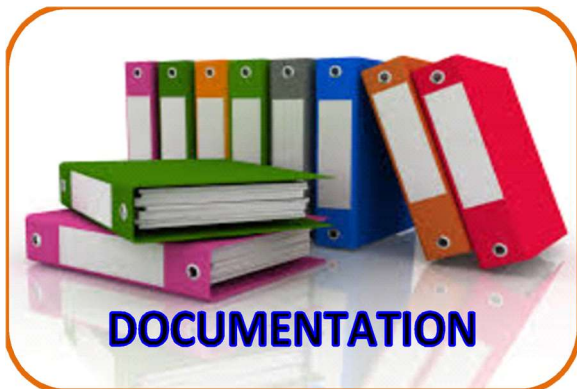
The Human Resources Office is enforcing the policy of submitting selection packages and temporary appointment packages, **10 working days** prior to the effective date of the action (start date). Due to the implementation of the Army ATAAPS Program, the time line for submitting selection packages and 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 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 disregard 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, Human Resource Specialist (Staffing) Supervisor, (573) 638-9500 ext. 39644 or [carol.s.otto.civ@mail.mil](mailto:carol.s.otto.civ@mail.mil).

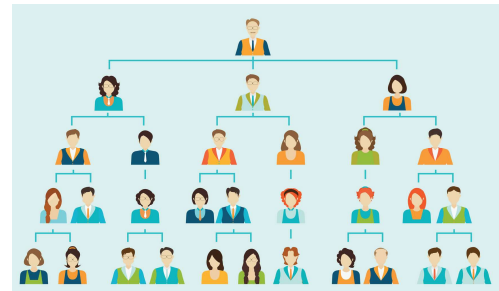


## **DATA REVIEWS**

Supervisors, please find time to review unit data on a recurring basis. Organizational Charts and By Name listings are located on GKO at:

<https://gko.portal.ng.mil/states/MO/JointStaff/HR/SitePages/Home.aspx>.

It is a team effort to ensure charts and positions are accurate. If you find a discrepancy on the chart or in the By Name listing database, to include a position which needs to be deleted due to restructure, please let us know. Vacant positions which will never be filled may need to be deleted as they show on reports.



In addition, supervisor relationships should be verified monthly through MyBiz. Organizational Charts are placed on the website monthly. If you require an updated Organizational Chart and a current Supervisor Roster, please notify the Classification Office and we will fulfill the request.

POC: Mrs. Theresa Wagner, Human Resource Specialist, (Classifications) Supervisor, (573) 638-9500 ext. 39788 or [theresa.a.wagner6.civ@mail.mil](mailto:theresa.a.wagner6.civ@mail.mil).



## **ARMY RETIREMENT: Benefits Center-Civilian (ABC-C) Federal Employee Retirement Seminar**

The Human Resources Office has arranged for ABC-C, to present a FERS Benefits and Retirement Seminar. The briefing will be held at the following location:

### **WHEN:**

**24 April 2019  
08:00 to 15:00**

### **LOCATION:**

**Auditorium, IKE Skelton Training Site,  
2302 Militia Drive, Jefferson City MO.**

**FERS Benefits and Retirement Briefing will be for all Federal Employees within 5 years of retirement and all other Federal Employees interested in learning more about benefits and planning for retirement. Employees who are within 5 years of retirement are encouraged to bring their spouse to this event.**

**To register, please contact Mr. Dave Cavalcanto, Human Resource Specialist (Training & Employee Development), (573) 638-9500 ext. 39524 or [david.b.cavalcanto.civ@mail.mil](mailto:david.b.cavalcanto.civ@mail.mil).**



### **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 Soldier's 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 they must contact the Human Resources Office for exception to policy procedures. Soldiers must submit all PCS documents to the Human Resources Office – AGR Branch for processing.**

**POC: MSG Shanon Johnson, NCOIC AGR Branch, (573) 638-9500 ext. 39654  
SFC Cynthia Schillers, Tours Management, (573) 638-9500 ext. 37490  
SSG Aaron Williamson, Human Resource Specialist, (573) 638-9500 ext. 39757**



### **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.**

### **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.

### **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>.

**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 link below will take you directly to the online request form:  
<https://corpweb1.dfas.mil/askDFAS/custCategories.action?pgModId=5242>



## **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:

**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:

**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.





## *meet our* **NEW HIRES**

### **AIR AGR NEW HIRES**

TSgt Arthur, Michael, 139 AW  
Lt Col Brooks, Michael, 139 AW  
A1C Douglas, Nathan, 139 AW  
TSgt Dudzinski, Michael, 139 AW  
SSgt Gardner, Bradyn, 139 AW  
MSgt Hubbard, Ryan, 139 AW  
MSgt Lee, Adrian, 139 AW  
TSgt Pepper, Charles, 139 AW  
TSgt Radcliffe, James, 139 AW  
TSgt Respress, Mary, 139 AW  
SSgt Whetstine, Kiefer, 139 AW  
SSgt Williams, Dylan, 139 AW

TSgt Boyles, Elizabeth, 139 AW  
TSgt Brown, Joshua, 139 AW  
SrA Dryden, Tyler, 139 AW  
TSgt Farley, Jevon, 139 AW  
TSgt Giles, Joseph, 139 AW  
MSgt Kass, Corey, 139 AW  
Maj Morgan, Jefferson, 131 BW  
TSgt Prawitz, Aaron, 139 AW  
TSgt Ramirez, Andrea, 139 AW  
MSgt Tracy, Eric, 139 AW  
TSgt White, Bryce, 139 AW  
TSgt Yannayon, Terry, 139 AW



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

SMSgt Adams, Robin, 131 BW, Det 1  
MSgt Fringer, Miles, 131 BW, Det 1  
TSgt Jenkins, Justin, 131 BW, Det 1  
Col Murphy, Timothy, 139 AW  
Lt Col Sadler, Michael, 131 BW, Det 1  
SMSgt Ward, Wayne, 139 AW

MSgt Davis, Thomas, 131BW, Det 1  
TSgt Hawkins, Christopher, 131 BW, Det 1  
MSgt, McGarry, Ted, 139 AW  
MSgt Riley, Janice, HQ MOANG  
TSgt Shaiffer, Joshua, 139 AW



RANK	LASTNAME	FIRST NAME	UNIT	YEARS OF SERVICE
SGT	FULBRIGHT	AMBER R	DET 1 HQS 35 ID -	10
TSG	HERDLISKA	JOSEPH M	131 AMX SQ	10
TSG	HUDSON	JOSEPH W	131 MXO FT	10
MSG	KASS	COREY H	139 ALF WG DET 1	10
TSG	OTT	BENJAMIN J	139 MAI SQ	10
MSG	SCHULD	BROCK T	131 AMX SQ	10
SSG	HICKS	CHRISTOPHER A	HHD, 1107 TASMG - TASMG SHOP	15
TSG	SCHULTZ	LEVI R	139 MEG GP	15
SGT	HORNE	BRADLEY W	AASF(FLW) - MO - ARMY AVIATION SUPPORT FACILITY	20
MSG	SUMMERS	NOAH M	139 MAI SQ	20
SSG	WHITING	KEVIN J	USPFO - MO - CIF	20
LTC	BREWER	DONALD B	131 COMPTROLLER FT	25
SMS	CHAFFEE	JOHN R	131 MXO	30
MSG	DUKE	DOUGLAS L	139 MAI SQ	30
SMS	MARTINS	FERNANDO P	131 AMX SQ	35
SGT	FULBRIGHT	AMBER R	DET 1 HQS 35 ID -	10
TSG	HERDLISKA	JOSEPH M	131 AMX SQ	10

## **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