

MISSOURI NATIONAL GUARD

HUMAN RESOURCES BULLETIN

MAY/JUNE

<http://moguard.com/>



TABLE OF CONTENTS

ALL PERSONNEL:

AGR & TECHNICIAN NEW HIRE BRIEFING DATES ... [Pg. 1](#)

TECHNICIAN:

NEW PERFORMANCE APPRAISAL SYSTEM AND RATING PERIOD ... [Pg. 2 & 3](#)

3 TIER PERFORMANCE APPRAISAL SYSTEM GUIDES ... [Pg. 3](#)

ARMY BENEFITS CENTER-CIVILIAN (ABC-C) CHANGES ... [Pg. 4](#)

FEDERAL EMPLOYEES WHO HAVE MILITARY SERVICE ... [Pg. 4](#)

USA STAFFING ONBOARDING FEATURE COMING IN JUNE 2019 ... [Pg. 5](#)

SUPERVISORY CERTIFICATION OF POSITION DESCRIPTIONS ... [Pg. 5 & 6](#)

AGR:

AGR PERMANENT CHANGE OF STATION (PCS) ... [Pg. 6](#)

AGR ORDERS CHANGE ... [Pg. 7](#)

AGR JOB APPLICATION SUBMISSION CHANGE ... [Pg. 7](#)

REQUESTING LESSs ... [Pg. 7](#)

ARMY AGR RETIREMENT BRIEFINGS HELD AT FT. LEONARD WOOD, MO & FT. LEAVENWORTH, KS
... [Pg. 8](#)

ARMY AGR PROMOTIONS ... [Pg. 9](#)

ARMY AGR SEPARATION/RETIREMENTS ... [Pg. 9](#)

AIR AGR NEW HIRES ... [Pg. 10](#)

AIR AGR SEPARATIONS/RETIREMENTS ... [Pg. 10](#)

SERVICE AWARDS ... [Pg. 11](#)

HUMAN RESOURCE STAFF ... [Pg. 12 & 13](#)

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.

<u>EVENT</u>	<u>TIME</u>	<u>DATES</u>
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	14 May 2019
Technician New Hire Orientation	13:00-15:00	28 May 2019
Technician New Hire Orientation	13:00-15:00	11 June 2019

Technician New Hire Orientation for 28 May 2019, will be held in HR Conference Room. Please stop by the HR Benefits Office to be directed to the HR Conference Room.





NEW PERFORMANCE APPRAISAL SYSTEM AND RATING PERIOD

DOD and NGB have directed the implementation of the conversion to 3 Tier Performance Appraisal System, and to change the performance rating period to 1 April to 31 March for permanent and indefinite Title 32 dual status technicians and Title 5 employees. The new directive changes three ground rules:

- 1.) **The performance rating period changes to 1 April to 31 March.**
- 2.) **The performance appraisal rating change from 5 tier to 3 tier.**
- 3.) **The MyPerformance main page, creating a plan of “DOD Performance Management Appraisal Program.”**

A memorandum was distributed 26 February 2019 regarding this change. All supervisors should now have a new performance plan in place for all employees within the 3 Tier Performance Appraisal Program, except for those employees who are exempt, for the rating period of 1 April 2019 to 31 March 2020.

Exceptions are:

- A.) **Employees who have been under a Performance Plan for less than a 120 day period of service. If not, complete performance appraisals at the end of that 120 day period under the 5 Tier Performance Management Appraisal Program. 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 an indefinite employee that is currently on a probationary period, do not complete a performance appraisal. Newly hired Federal 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.**

Thank you to all the supervisors and employees who have completed the performance plan in the new 3 Tier Performance Appraisal Conversion. For anyone who has not completed this please do so as soon as possible. September will be the time for each of us to complete the mandatory interim reviews. Go to MyBiz+ at <https://compo.dcpds.cpms.osd.mil/>.

POC: Questions 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 or Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, (573) 638-9500 ext. 39892 or gayla.a.propst.civ@mail.mil.

3 TIER PERFORMANCE APPRAISAL SYSTEM GUIDES

In last month's HR Bulletin we introduced the 3 Tier Performance Appraisal System. The "How Do I" guides can be accessed at:

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

The guides provide employees and supervisors/managers step by step instructions on working in the 3 Tier Performance Appraisal System.



POC: For questions accessing MyBiz+, My Performance <https://compo.dcpds.cpms.osd.mil> or navigating within the system, contact Mr. Nick Garrard, Human Resource Specialist (Info Systems), (573) 638-9500 ext. 37493 or Nicholas.s.garrard.civ@mail.mil or Ms. Elaine Lock, Human Resource Specialist (Info Systems) Supervisor, (573) 638-9500 ext. 39690 or 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, or Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, (573) 638-9500 ext. 39892 or gayla.a.propst.civ@mail.mil.

ARMY BENEFITS CENTER-CIVILIAN (ABC-C) CHANGES:

EBIS has been replaced with the GRB Platform. This can be found on ABC-C's website <https://wr.acpol.army.mil/abc/>. The site is CAC Card enabled so employees do not have to create a username or password. This is the same place where employees will still go to register or make changes to FEHB, TSP, or FEGLI. It also has information and links to other federal benefit programs such as FEDVIP, FSA Feds, Social Security, Retirement, etc.



If you are a federal employee with military service please be aware that the retirement calculator could potentially not be accurate for you. To get a retirement estimate you should always call ABC-C directly at 1-877-276-9287 and ask a Customer Service Representative for your retirement estimate providing them with specific dates and other information needed.

POC: Ms. Jacqui Conatser, Human Resource Specialist (Benefits), (573) 638-9500 ext. 37496 or Jacqui.l.conatser.civ@mail.mil or Mrs. Andrea Vick, Human Resource Specialist (Benefits), (573) 638-9500 ext. 37494 or andrea.r.vick.civ@mail.mil.

FEDERAL EMPLOYEES WHO HAVE MILITARY SERVICE

HR guidance for making military deposits for 1 day or more, has been and continues to be, if your time card is coded as KG for even 1 day; that time should be paid for under a military deposit. You cannot code your time card as KA for any type of military duty. The rule that an employee has to be in Absent-US (AUS) on military orders for 30 days does not apply and has not for years. HR must have an SF-52, AUS Checklist and Orders to place any employee in AUS status, even if it is for 1 day. The Guide to Processing Personnel Actions, (GPPA) changed years ago and any employee is highly encouraged to pay the deposits using their certified pay cards.

If you have your certified pay cards, you must provide them to HR. Our office will submit for estimated earnings and being the military deposit process for that military service. It is the employee's responsibility to get the certified pay cards and submit to either Ms. Jacqui Conatser at Jacqui.l.conatser.civ@mail.mil or Mrs. Andrea Vick at andrea.r.vic.civ@mail.mil.



USA STAFFING ONBOARDING FEATURE COMING IN JUNE 2019

USA Staffing’s Onboarding features will help to automate our agencies’ entry-on-duty processes. The Onboarding features, together with the other capabilities within USA Staffing, help streamline the hiring process and move toward end-to-end automated hiring. Using the Onboarding features can improve the user experience for New Hires and HR Professionals by reducing duplication in data entry, improving communication related to required tasks, and tracking progress. The Onboarding features are flexible and can be used to onboard applicants selected inside or outside of USA Staffing.

More information will be provided when a firm date is established that the Onboarding feature will be enabled for the Missouri National Guard.

POC: Mrs. Carol Otto, Human Resource Specialist (Staffing) Supervisor, (573) 638-9500 ext. 39644 or carol.s.otto.civ@mail.mil.

SUPERVISORY CERTIFICATION OF POSITION DESCRIPTIONS

Law requires immediate supervisors to review position descriptions with employees and sign the Supervisory Certification block on page one of the PD. It is good practice to do this annually when approving the performance plan. The signature validates the PD is accurate for authorizing payment of public funds and it is a reflection of the major duties expected of the employee. PDs are adequate when they describe the major duties (primary reason for the position’s existence) and the nature and extent of responsibility for carrying out the work.



A copy of the signed PD is to be kept with the supervisor (one per description, not per employee) and one with the employee. A third copy is required to be kept in the HR office. At this time, a process is not in place to retain those copies in the HR office. In the interim, place a copy in the local personnel file or scanned to a unit digital file in the event it is required for an audit. The old Optional Form 8 required the employee to also certify the description. While it is no longer necessary, it is advisable to also have the employee sign on the PD during the review process.

POC: Mrs. Theresa Wagner, Human Resource Specialist (Position Classification) Supervisor, (573) 638-9500 ext. 39788 or Theresa.a.wagner6.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 FTSMCS, a web-based orders production program. Individual soldiers can access their own orders via the website:

<https://ftsmcs.ngb.army.mil>. 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

AGR job applications must be submitted via FTSMCS, the web-based job announcement portal. Follow the link: <https://ftsmcs.ngb.army.mil/protected/Jobs/>. CAC login is required due to the transferal of PII (Personally Identifiable Information).

If you do not have an FTSMCS account you will be prompted to create one. Once logged in, you will see the dropdown 'Applications' available at the top left corner of the page.

Click 'Applications->ARNG-HRA->Jobs->Apply for a Position'. The complete application submission guide is available in the MOGUARD link.

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 0800-1200 at Lincoln Hall Auditorium located at the Engineer Center, Fort Leonard Wood, Missouri. This briefing is required if you are an AGR soldier within 2 years of retirement. AGR Retirement Briefings will be conducted:

11 JUNE 2019
08 OCTOBER 2019
11 FEBRUARY 2020

The AGR Retirement Briefing starts at 0800-1200 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 2 years of retirement. For additional information please call 913-684-2425. AGR Retirement Briefings will be conducted:

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 soldiers 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.



ARMY AGR PROMOTIONS

SGT Brown, Kenneth – RR BN

SSG Camp, Clayton – RR BN

SSG Fulbright, William – CO A 1ST BN 135TH AV REGT

MSG Katzfey, Trisha – 70TH Troop Command

SGT Kuhn, Jonathon – RR BN

SSG Niehaus, Andrew – RR BN

CW2 Pirak, Joseph – JFHQ –MO

SFC Richey, Michael – 1136TH MP CO

SSG SotoCortez, Yarelis – JFHQ - MO

SFC Abramovitz, James – MOARNG MEDICAL DET

SSG Chisenhall, Robert – RR BN

CW4 Hutchinson, Troy – JFHQ – MO

SSG King, Nathan – RR BN

CW3 Martin, Kent – HHC 110TH MEB

SSG Paris, Amber – 70th Troop Command

SSG Price, Jason – CO C (-) 1ST BN 138TH IN REGT

CW4 Sandbothe, Matthew – DET2 CO C 2ND BN 245TH AV RGT



ARMY AGR SEPARATION/RETIREMENTS

LTC Crocker, David – JFHQ-MO

MAJ Hoelscher, Brian – RR BN

SFC LaChance, Kevin – REG TRNG SITE MAINT (TRS-M) MO

SFC Schumaker, William – REG TRNG SITE MAINT (RTS-M) MO

MSG Green, Dustin - DET 1 HQ 35TH ID

SSG Jones, John – CO A(ASC) 1107TH AV GRP TASMG

SFC Lynch, Paul – 220TH ENGINEER CO

SGT Sorrentino, Johnathon – 548TH TRANS CO

meet our
NEW HIRES

AIR AGR NEW HIRES

SrA Bigham, Kacie – 139 AW
MSgt Cooper, Staci – 131 BW
Maj Kirk, Jared – 139 AW
SSgt Simmons, Samantha – 139 AW
TSgt Teschner, Cassie – 139 AW
SSgt Torkelson, Ashely – 131 BW

MSgt Bohart, Kenton – 139 AW
Lt Col Keenan, Cade – 139 AW
SSgt Larson, Cassidy – 131 BW
Lt Col Stepp, Ryan – 139 AW
Col Thomas, Adam – 139 AW
TSgt Turner, Matthew – 139 AW

Promotions

AIR AGR PROMOTIONS

MSgt Black, Christopher – 139 AW
TSgt Ponder, Daniel – 7TH WMD CST

SMSgt Insko, Thalia – 139 AW
SSgt Schneider, Brittney – 131 BW



AIR AGR SEPARATIONS/RETIREMENTS

SMSgt Arthur, Kirk – 139 AW
MSgt Cooper, Michael – 131 BW DET 1
MSgt Lindstrom, Chet – 139 AW
SMSgt Thelander, Jeffrey – 139 AW

MSgt Combs, Derrick – 139 AW
TSgt Drake, Timothy – 139 AW
Lt Col Linson, Patrick – 139 AW
MSgt White, Dennis – 131 BW



RANK	LASTNAME	FIRST NAME	UNIT	YEARS OF SERVICE
SSG	BUNCH	BILLY W	HHD, 1107 TASMG- TASMG SHOP	10
TSG	CANTRELL	JOSHUA A	131 AMX SQ	10
CIV	CATTS	ADAM M	131 BMB WG T5	10
CPL	DAVIS	TROY L	FMS 5 – MO – FIELD MAINTENANCE SHOP	10
TSG	KEY	JEREMIE M	131 AMX SQ	10
CIV	MACHON	CHARLES D	MOARNG – STATE PUBLIC AFFAIRS OFFICER	10
CIV	MCGUIRE	JEANNE M	MOARNG – JFHQ COMMAND GROUP	10
SGT	MORRISON	STEVEN E	FMS 11 – MO – FIELD MAINTENANCE SHOP	10
MSG	OLERICH	ROBERT C	139 OSS FT	10
CPT	PEDERSON	KENNETH J	131 AMX SQ	10
MSG	TAFT	SHAUN R	131 MAI SQ	10
TSG	WEILER	TRAVIS M	131 AMX SQ	10
CPT	WILLIAMS	THOMAS L	HHC 203 ENGR BN	10
SSG	BENSON	JASON C	FMS 2 – MO – FIELD MAINTENANCE SHOP	15
MAJ	BORGMEYER	RYAN L	USPFO – MO – USPFO PURCHASING & CONTRACT DIV	15
TSG	BRATTON	PHILLIP D	131 AMX SQ	15
MAJ	CABALLERO	SONJA JO	131 BMB WG	15
CW3	CROWELL	JOSHUA D	AASF (FLW) – MO – AASF – OPRNS & TRNG	15
SFC	EPPLE	BO J	ARMY AVIATION SUPPORT FACILITY	15
MSG	FANOELE	JAMES C	131 MAI SQ	15
TSG	GAGNON	RANDY R	131 AMX SQ	15
SSG	HESSE	DAVID B	ARMY AVIATION SUPPORT FACILITY	15
SSG	HOUK	RYAN S	HHD, 1107 TASMG – TASMG SHOP	15
MSG	MILLER	DANIEL M	180 ALF SQ	15
MAJ	NELSEN	DANIEL E	131 CEG SQ	15
SFC	REYNOLDS	ARNIE S	CSMS – MO – COMBINED SUPPORT MAINTENANCE SH.	15
CIV	ROWE	STEPHEN C	MOARNG – G1 (DEPUTY CHIEF OF STAFF – PERS)	15
CIV	SMITH	DEBORAH A	MOARNG – G4 (DEPUTY CHIEF OF STAFF – LOG)	15
MSG	TATE	ADAM S	131 AMX SQ	15
SFC	VANDEVER	TROY A	HHD, 1107 TASMG	15
CIV	BENWARD	JEFFREY A	MOARNG – USPFO SUPPLY & SERVICES DIV	20
SSG	FIELD	BRIAN D	HHD, 1107 TASMG –TASMG SHOP	20
MSG	LIEURANCE	MARK L	JOINT FORCE HQ – MO – DCS FOR INFO MGT HQ	20
SFC	MCCOLLUMN, JR	BOBBY L	FMS 4 – MO – FIELD MAINTENANCE SHOP	20
MSG	NEISWANDER	JASON S	139 MAI SQ	20
SFC	PARK	JOHN G	FMS 1 – MO – FIELD MAINTENANCE SHOP	20
SMS	PETERSON	DAVID M	139 MXO FT	20
MSG	RODRIGUEZ	ALEX NMN	131 AMX SQ	20
MSG	THOMAS	KAONIS J	MOARNG FMS 10 – FIELD MAINTENANCE SHOP	20
CIV	FRANCIS	ROBERT G	131 BMB WG T5	25
CW3	KLIETHERMES	JAMES A	CSMS – MO – COMBINED SUPPORT MAINTENANCE SHOP	30
CIV	STRUEMPH	KENNETH G	MOARNG – USPFO DATA PROCESSING CENTER	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