



HRO News

Maine National Guard

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207-430-6010

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MSG Bailey
Classification
207-430-6017

LTC Jordan
Employee Benefits
207-430-6016

Mrs. Varney
Employee Benefits
207-430-6020

CMSgt Guesman
Labor / Conduct Mgt
207-430-6015

SGT MacVane
Training and Development
207-430-6019

Mrs. Leet
Equal Employment
207-430-6014

CPT Sessions
Staffing Specialist
207-430-6013

Ms. Jones
Staffing Assistant
207-430-6011

MSgt Hunter
Information Systems
207-671-6021

Ms. Smith
Information Sys Assistant
207-430-6022

SSG Ronald Cohen
Program Analyst
207-430-5882

CW3 Merrill
AGR Manager
207-430-6023

SFC Richardson
AGR NCOIC
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Message from the HRO

It is that time again for another edition of the HRO News! I first want to thank my staff for their part in hosting the Supervisory Training Course in June. Hopefully, all of the new supervisors who attended the course found it to be well worth their time, either now or in the future. The HRO staff is also planning to host a supervisor refresher course for either later this year or early next year along with a mid-career or late career planning seminar.

The HRO will soon be welcoming Captain Lisa Sessions back to the office on 18 August. CPT Sessions recently returned home from deployment with the 133rd Engineer Battalion. We are excited for her return as the Human Resources Specialist in our Staffing Section. Welcome home!

In early September, all technician personnel folders (OPFs) will be leaving us! These files will be scanned as part of national initiative known as eOPF. This will likely provide challenges between the time the files leave the HRO and when they become available electronically. More information will follow about your eOPF.

There are several things that we should all keep in mind in these next few months, and as summer winds down. First, a majority of Technician Performance Appraisals will close on 30 September and become due to the HRO in October. Also, don't forget to plan for the use of your annual leave as the maximum carryover at the end of the pay year is 240 hours. Lastly, the Maine National Guard is still in need of Equal Employment Opportunity (EEO) Counselors. Please contact Stephanie Leet at 430-6014 if you are interested in becoming an EEO Counselor.

Training Projections

It is time to start thinking about training and travel projections for the next fiscal year. As you begin to think about your training requirements please consider the following:

- What training did you complete this fiscal year, and what needs to be carried over to next year?
- What training (if any) is of critical need to your section?
- Do you have a new Technician who needs training?
- Will you be hiring a new Technician?
- Do you have a Technician with formal training as a part of their Individual Development Plan (IDP)?
- Do you or your Technicians need training on new/ changing equipment or technology?
- Is there training/certifications that MUST be completed as stated in Position Description, or mandatory training that must be completed yearly/every few years?

Once you have determined that there is a critical need for training:

- Is there a way to accomplish the training online (computer-based), with developmental assignments, or on-the-job training?
- What is the least expensive/ appropriate means of travel?
 - Airfare vs. driving?
 - Is a GSA available?
 - On-post housing/meals?

In the past HRO has been able to fund conferences. While conferences are great networking and learning experiences, with few exceptions HRO will not be able to approve travel and attendance.

In the coming week you will be receiving an email requesting travel and training projections. Be as accurate and ethical in your requests as possible. The value of training cannot be undervalued, but please make decisions based on the good of the organization as a whole. As a team we can make sure that everyone gets the training they need to perform at their best.

Attention!!

Technicians With an Initial Appointment

Effective January 1, 2014 or After

FERS-FRAE

Attention ALL technicians on an initial permanent or indefinite appointment with an effective date of January 1, 2014 or after. You are considered FERS-FRAE employees; Esther Varney would have explained this to you during your in-processing. FERS-FRAE employees contribute at a higher percentage to the Federal Employee Retirement System than employees hired at earlier dates. However DFAS and the civilian pay system were not set up to receive the new codes and the entire amount due has not been withheld from your pay. Corrective actions are being completed and effective the paycheck of Friday, 15 Aug 2014 (for Air) and Thursday, 21 Aug 2014 (for Army) the full contribution will be withheld. Additionally, DFAS will calculate the debt owed and notify affected personnel of their accrued debt via email or mailing address.

Thrift Savings Plan

Have you checked out TSP's "Take FIVE for your Future" YouTube video? It provides some of the basics about why to participate in the TSP. The link is: <http://www.youtube.com/watch?v=V9fy7oE5Af8&feature=youtu.be>



Employment Verification

Technicians applying for mortgages or other loans should make use of the online employment verification tool offered through MyBiz. Use of employment verification is easy and quick. It enables you to e-mail your employment and/or salary information *directly* and *privately* to an external organization (e.g., business, bank) from the Defense Civilian Personnel Data System (DCPDS). Here's how:

Step 1: Get the email address to send the report

Step 2: Log onto MyBiz at <https://compo.dcpds.cpms.osd.mil/> this can only be accessed from a military IP address

Step 3: Choose Employment Verification and accept the privacy statement

Step 4: Select the type of information to send. There are two choices. 1.) Employment Information: Releases personal, assignment and period of service details or 2.) Employment and Salary Information same as one but includes salary details

Step 5: Plug in the email of the business/bank and make sure your email of record shows in the "My Email" space. A password-protected email will be sent to the recipient that you identified in the "To: line and a second email containing the password to the address in the "My Email" field. Click continue.

Step 6: Verify the email addresses, utilize the option to print/save a copy, click acknowledge and submit.

Step 7: Read the confirmation statement and click yes, read the consent to release PII and click yes. It may take up to 15 minutes to receive the emails.

Step 8: You will need to provide the password to the recipient

For a simulation of the employment verification process log on to MyBiz and click the Help button.

NEW

Employee Manager Portal (Formerly Known As My Biz/ My Workplace)

The Employee Manager Portal is a DoD initiative to replace My Biz\My Workplace. The DCO will be held on every Thursday from 12 Jun 2014 to 7 Aug 2014 at 9:00 EST and 14:00 EST. Target audience will be anyone with access to My Biz\My Workplace. Employees should access the training via

<https://connectcol.dco.dod.mil/employeemanager/>



NATIONAL GUARD

AGR Branch

We are noting an increase in AGR Pay account issues that are easily preventable. A reminder that all documents that affect an AGR's pay must be submitted through HRO to USFPO. The items must also be impermed and processed through DCSPER. Here are some common errors:

- 1) SGLV forms and change forms are often not processed on an AGR PAY TL. The forms are in iPERMs but the wrong amount is being deducted from the Soldier's pay. This can cause significant problems.
- 2) Orders not being submitted on an AGR Pay TL. SFC Richardson has taken over the AGR Unit Commander's Financial Report as directed by NGB audit requirements. However, this does not stop the requirement for MSCs to submit any orders for AGRs that effect their pay through HRO to USFPO. This includes promotion orders, transfer orders, pro-pay orders, etc. HRO takes Soldiers' pay very seriously and we want to do everything we can to ensure our AGRs are receiving the correct pay and in a timely manner.



Performance Appraisals

Most Technician appraisal rating periods end on 30 September 2014. Technicians must be rated on a performance plan of record that has been in effect for 120 days. Now is the time to dig out Technician standards, dust off those interim review comments completed back in April and prepare to complete Technician appraisals in a timely manner. Top items that appraisals might be returned for: Not writing a narrative for each critical element; narrative comments that do not support the rating of record, for example a person is given a 5 'Outstanding' and the narrative says 'does a great job;' and supervisors copying and pasting their comments from the previous appraisal.

Are You A Title 32 Technician?

32 U.S. Code §709 - Technicians:

(a) Under regulations prescribed by the Secretary of the Army or the Secretary of the Air Force, as the case may be, and subject to subsections (b) and (c), persons may be employed as technicians in—

- (1) the organizing, administering, instructing, or training of the National Guard;
- (2) the maintenance and repair of supplies issued to the National Guard or the armed forces; and
- (3) the performance of the following additional duties to the extent that the performance of those duties does not interfere with the performance of the duties described by paragraphs (1) and (2):

(A) Support of operations or missions undertaken by the technician's unit at the request of the President or the Secretary of Defense.

(B) Support of Federal training operations or Federal training missions assigned in whole or in part to the technician's unit.

(C) Instructing or training in the United States or the Commonwealth of Puerto Rico or possessions of the United States of—

(i) active-duty members of the armed forces;

(ii) members of foreign military forces (under the same authorities and restrictions applicable to active-duty members providing such instruction or training);

(iii) Department of Defense contractor personnel; or

(iv) Department of Defense civilian employees.

(b) Except as authorized in subsection (c), a person employed under subsection (a) must meet each of the following requirements:

(1) Be a military technician (dual status) as defined in section 10216(a) of title 10.

(2) Be a member of the National Guard.

(3) Hold the military grade specified by the Secretary concerned for that position.

(4) While performing duties as a military technician (dual status), wear the uniform appropriate for the member's grade and component of the armed forces.