

April-June 2015

HRO Newsletter

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Greetings from JFHQ HRO! After a hiatus of not publishing a newsletter we (the staff at HRO) thought it was time to start using this tool again to keep you all informed of valuable information and available learning tools. This newsletter will be published quarterly, will be pushed out electronically by email and copies retained on the HRO Legacy page as well.

We are working on several programs this year to improve efficiency for both our office and you (the end user). The first of which is converting to electronic SF 52's. This program will be pushed out in phases and will encompass a small group before it is available to the masses. The first phase was implemented some time ago with our Army Surface Maintenance shops. All Request for Fill SF 52's have been started in the Defense Civilian Personnel Data System (DCPDS) to be routed electronically starting with the supervisors and ending with our State HRO department. The second phase is currently being implemented in our Air Force Mission Support Groups. All Supervisors and Commanders in these areas will be contacted to gain DCPDS access to begin submitting Request for Fills electronically. Once the process has the bugs worked out we will begin getting all Supervisors and Commanders access and eventually everyone in the state will process all 52's electronically using DCPDS. As we roll this out, training will be conducted in your areas to assist with the implementation. As with any new process there will be the initial glitches but we are excited to get this project moving forward as we are confident this will improve processing times and accountability.

The JFHQ Legacy website [http://kansastag.gov/opp\\_default.asp](http://kansastag.gov/opp_default.asp) is getting ready for a major overhaul. You have spoken, and we are listening. Users find information hard to get to and some information on the page is outdated. We will work to ensure this page is more user friendly, easier to navigate and kept up to date. If you have any suggestions on items to be available on the page please email the respective HRO section

POC for this publication is MSgt Sherry Willard, 785-274-1810, [sherry.l.willard.mil@mail.mil](mailto:sherry.l.willard.mil@mail.mil)

## Test your Technician Knowledge!

Technicians will be excused, without charge to leave or loss of pay, for periodic, baseline, or annual physical examinations as required by the military commander, HRO or safety. Administrative leave is also authorized for physical examinations required for military membership taken during regularly scheduled tour of duty hours. This will also apply for Dental examinations required for military duty. (REF: TPR 630 para 12-3)

*While using your authorized sick leave (LS) once a year for a couple of hours may not seem like a big deal, over a 20 year career you could save 40 hours of LS to be credited back at the time of your retirement!*

Effective January 1, 2014 100% of your unused sick leave can be credited back towards your retirement annuity. It is now a benefit to keep your sick leave! In general, if your leave system charges 9 hours of sick leave for 1 day's absence, 9 hours of unused sick leave constitutes 1 day of credit. Days are converted to months and years on the basis of a 2087 hour work year. To compute the additional credit for sick leave at retirement, add the months and days of sick leave to the months and days of actual service. Use this chart to help you figure your conversion! <http://www.federalretirement.net/sickleavechart.htm>

So, you didn't get a chance to use all of your 120 hours of military leave (LM) this fiscal year? No worries! You are authorized to carry up to 15 days (120 hours) into the next fiscal year! Technicians are only authorized to use a maximum of 30 days (240) hours in any one fiscal year though. Plan accordingly! (REF: TPR 630 para 6-3)

Are you being deployed this year? Technicians activated for military service in connection with Global War on Terrorism (GWOT) such as Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operations subsequently established under Executive Order 13223, are entitled to five work days of excused absence without charge to leave. The technician must spend at least 42 consecutive days at the deployment site and the deployment must be in support of GWOT. Furthermore, **the technician is entitled to the five days only once in a 12-month period**. Upon receiving notification from the employee of his or her intent to return to civilian duty, an agency must grant the employee five days of excused absence immediately prior to the employee's actual resumption of duties. Authority: President George Bush's and Office of Personnel Management November 14, 2004 memorandums, and OPM December 16, 2008 memorandum amendment (Minimum Service Requirement to Receive five Days of Excused absence for Employees Returning from Active Military Duty). (REF: TPR 630 para 6-5)

**HRO Roadshow:** The HRO roadshow is training we offer to your organization where we bring the training to you. The training can be tailored to your needs based on the type employment of your workforce. Are there only AGR's? A mixed group of technicians and AGR's? Supervisors or Employees or both? Do you have a specific subject matter you want trained on?

Contact the HRO Officer at 785-274-1167 to discuss training options and to schedule dates.

## News from the HRO Benefits Office

### New Hires Jan 2015 to Present

Byers, Jeremy JFHQ	Harper, Nancy 190 <sup>th</sup> ARW	Penney, Lauren 190 <sup>th</sup> ARW
Cope, Jody 190 <sup>th</sup> ARW	Pacchelli, Bryce 184 <sup>th</sup> IW	Taylor, Routh 190 <sup>th</sup> ARW
Dillon, Matthew 190 <sup>th</sup> ARW	Stevens, Kyle JOC	Hughes, Jackson 190 <sup>th</sup> ARW
Moore, Matthew 190 <sup>th</sup> ARW	Cooney, Bridget 190 <sup>th</sup> ARW	Keith, Jeffrey UTES
Boyer, Ashley KSARNG-TC	Grahmert, Brett 190 <sup>th</sup> ARW	Kober, Anthony 184 <sup>th</sup> IW
Boos, Robert C III AASF 2	Kramer, Andrew UTES	Hartford, Shawanna 190 <sup>th</sup> ARW
Schild, Donna USPFO	Pack, Joshua 184 <sup>th</sup> IW	Kreek, Gregory USPFO
Cessna, Brooke JFHQ-HRO	Burke, Jonathon 184 <sup>th</sup> IW	Strobel, Michael 190 <sup>th</sup> ARW
Crutchfield, Ryan 190 <sup>th</sup> ARW	Butcher, Sara 184 <sup>th</sup>	Wheeler, Sharell USPFO

### Army Retirements Jan 2015 to Present

Bowman, Curtis	5-Jan-2015
Waggoner, Matthew	9-Jan-2015
Summers, Rocky	20-Feb-2015
Ralston, Terry	20-Feb-2015
Adams, Mark	20-Feb-2015
Andrew, John II	28-Feb-2015

### Air Retirements Jan 2015 to Present

Anderson, Charles	9-Jan-2015
Hensen, Stephen	9-Jan-2015
Nice, Marvin	6-Feb-2015

### Army Separations Jan 2015 to Present

Leuthold, Nicole 2-Jan	Johnson, Peter 2-Jan	Brasher, Bryan 1-Feb
Matthews, Jimmy 2-Jan	Reilly, Samuel 2-Jan	Felix, Daniel 10-Feb
Sprawka, Carol 2-Jan	Cairns, Brandon 2-Jan	Irvin, Daniel 10-Feb
Strouse, Brian 2-Jan	Crouch, Wesley 2-Jan	Lindstrom, Casper 19-Feb
Kennedy, Brodie 2-Jan	Peterson, Timothy 10-Jan	Brownell, Daniel 20-Feb
McCartney, John 2-Jan	Lawrenz, Jeremy 10-Jan	Fox, Nathaniel 24-Feb
Allen, Beau Gene 2-Jan	Winkler, Brian 25-Jan	Watkins, Seth 27-Feb
Smith, Dana 2-Jan	Osborne, Matthew 1-Feb	Newman, Robert 28-Feb

### Air Separations Jan 2015 to Present

Pruett, Tyler 2-Jan	Strong, Ryan 16-Jan	Marrero Rivera, Angel 13-Feb
Weyand, Corey 2-Jan	Carlson, Nicholas 23-Jan	Seel, Kenneth 28-Feb
Swank, John 2-Jan	Forster, Amy 27-Jan	Correll, Brian 7-Mar
Tasker, TJ M 11-Jan	Harkness, Jason 7-Feb	Ashley, Charles 10-Mar

## News from the HRO Staffing Office

Staffing Section; if you have any questions about USA Jobs or applying for Kansas Air/Army Technician positions you can contact the individuals below:

CMSgt Kent Davis, MSgt Kathy Thornton, SSgt Diane Collins, and SSgt Brooke Cessna are your staffing specialists. You can find their contact information on the last page. Below is a breakout of the primary contacts for different Units.

UNIT	WHO ASSIGNED?
184TH (ALL OF MCCONNELL AFB)	KATHY THORNTON
MATES	KATHY THORNTON
FMS (7, 8, 13)	KATHY THORNTON
SMM	KATHY THORNTON
AASF #2 (SALINA)	KATHY THORNTON
190TH (ALL OF FORBES)	DIANE COLLINS
ATEAM	DIANE COLLINS
FMS (1, 2, 3, 4)	DIANE COLLINS
UTES	DIANE COLLINS
CSMS (ALL)	DIANE COLLINS
AASF #1 (FORBES)	DIANE COLLINS
JFHQ (ALL)	KENT DAVIS
USPFO (CIF & PBO)	KENT DAVIS
235TH (KSRTI, SALINA, KSTC, STARC)	KENT DAVIS
ALL UNITS NOT COVERED BY THORNTON/COLLINS	KENT DAVIS

## HRO Training Opportunities

The HRO Staffing section would like to offer classes on Applying for a Technician Position in the Kansas National Guard, to include:

1. USA Jobs Overview – a walk- through of USA Jobs
  - Creating an account
  - Uploading a resume or where to go to prepare one in USA Jobs
  - Using Search to find a job in which to apply
  - Review of a Job Announcement – what to look for

2. Determining Qualifications - Review of NGB Qualification Standards
  - General/Minimum Qualifications
  - Special Qualifications
  - Educational Requirements
  
3. Review of three generic resumes
  - What's needed on a resume to show your qualifications
  - What's better put in a cover letter
  - Timeline requirements and how to show them on your resume

Target audience is anyone interested in applying for Technician vacancies (Present or Future). We would like to offer the class on UTA weekends to allow M-Day/Traditional Guardsmen an opportunity to attend; however, we would also offer it during week days if the demand is there. Class takes approximately 1 hour and internet access is required (for trainers only)

If you are interested in training on "Applying for a Technician Position", please contact CMSgt Kent Davis by email at [kent.e.davis2.mil@mail.mil](mailto:kent.e.davis2.mil@mail.mil) with the following information:

- When you would like training conducted
- Where the training would be held
- Approximately how many members will attend
- Contact person to acquire Internet access, room, etc

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glasbergen.com



**"I pruned a tree once, so technically I'm allowed to put 'branch manager' on my resumé."**

# April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <small>*Supervisor Course</small>	2 <small>*Supervisor Course</small>	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mar 31-Apr 2 Supervisor Training (McConnell AFB)  
 Apr 3: Good Friday  
 Apr 5: Easter

# June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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# May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

May 25: Memorial Day

# July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Jul 3: Fed Holiday Observed  
 Jul 4: Independence Day

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# August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Oct 12: Columbus Day Oct 31: Halloween						

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# September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 <small>*Supervisor Course</small>	16 <small>*Supervisor Course</small>	17 <small>*Supervisor Course</small>	18	19
20	21	22 <small>TECH Pre-Retirement Seminar</small>	23 <small>TECH Career Management Seminar</small>	24	25	26
27	28	29	30			
**Fed Tech/AGR Supervisor Course at Nickell Armory, Topeka See FED HRO website for details and sign-up info Sep 7: Labor Day						

# November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Nov 11: Veterans Day Nov 26: Thanksgiving						

2015

As of 10 March 2015

**NGKS Human Resources Office Staff Contact List**

DSN 720-8xxx, Comm (785) 274-xxxx

Fax 785-274-1604

<b>HRO</b>	<b>TITLE</b>	<b>EMAIL</b>	<b>Ext</b>
LTC Scott Henry	Human Resources Officer	<a href="mailto:Scott.t.henry.mil@mail.mil">Scott.t.henry.mil@mail.mil</a>	1167
<b>AIR MANPOWER</b>			
LtCol Shayna Holman	Air Manpower Manager	<a href="mailto:Shayna.m.holman.mil@mail.mil">Shayna.m.holman.mil@mail.mil</a>	1182
MSgt Tammy Wellsswitzer	HRS (Classification)	<a href="mailto:Tammy.l.wellsswitzer.mil@mail.mil">Tammy.l.wellsswitzer.mil@mail.mil</a>	1161
MSgt Sherry Willard	HRS (Classification)	<a href="mailto:Sherry.l.willard.mil@mail.mil">Sherry.l.willard.mil@mail.mil</a>	1810
TSgt Melanie Nelson	HRS (Classification)	<a href="mailto:Melanie.l.nelson2.mil@mail.mil">Melanie.l.nelson2.mil@mail.mil</a>	1510
CMSgt Kent Davis	HRS (Staffing)	<a href="mailto:Kent.e.davis2.mil@mail.mil">Kent.e.davis2.mil@mail.mil</a>	1160
MSgt Kathy Thornton	HRS (Staffing)	<a href="mailto:Kathy.m.thornton6.mil@mail.mil">Kathy.m.thornton6.mil@mail.mil</a>	1053
SSgt Diane Collins	HRS (Staffing)	<a href="mailto:Diane.m.collins13.mil@mail.mil">Diane.m.collins13.mil@mail.mil</a>	1184
<b>ARMY MANPOWER</b>			
MAJ Adam Krein	Army Manpower Manager	<a href="mailto:Adam.d.krein.mil@mail.mil">Adam.d.krein.mil@mail.mil</a>	1170
MSG Sheree Hicks	AGR NCOIC	<a href="mailto:Sheree.hicks.mil@mail.mil">Sheree.hicks.mil@mail.mil</a>	1636
SFC George Dunaway	Human Resource NCO	<a href="mailto:George.f.dunaway.mil@mail.mil">George.f.dunaway.mil@mail.mil</a>	1186
SGT Daniel Forrest	Administrative NCO	<a href="mailto:Daniel.t.forrest.mil@mail.mil">Daniel.t.forrest.mil@mail.mil</a>	1330
MSgt Doug Roudybush	HRS (Tricare/Health Systems)	<a href="mailto:Douglas.e.roudybush.mil@mail.mil">Douglas.e.roudybush.mil@mail.mil</a>	1164
<b>EMPLOYEE SERVICES</b>			
Maj Kimberly Rhoden	Chief, Employee Serv/ LR	<a href="mailto:Kimberly.d.rhoden.mil@mail.mil">Kimberly.d.rhoden.mil@mail.mil</a>	1162
Mrs. Bobbi Harvey	HRS (Employee Benefits Supervisor)	<a href="mailto:Bobbi.d.harvey.civ@mail.mil">Bobbi.d.harvey.civ@mail.mil</a>	1172
MSgt Robin Lewis	HRS (Employee Benefits)	<a href="mailto:Robin.l.lewis12.mil@mail.mil">Robin.l.lewis12.mil@mail.mil</a>	1206
SSG Stephanie Hodges	HRS (Employee Benefits)	<a href="mailto:Stephanie.a.hodges.mil@mail.mil">Stephanie.a.hodges.mil@mail.mil</a>	1187
Mrs. Wendy Davis	HRS (Employee Benefits)	<a href="mailto:Wendy.s.davis4.civ@mail.mil">Wendy.s.davis4.civ@mail.mil</a>	1982
MSG Lyle Babcock	Budget Management Analyst	<a href="mailto:Lyle.e.babcock.mil@mail.mil">Lyle.e.babcock.mil@mail.mil</a>	1941
Mr. Max Miller	HRDS (Employee Development / Training)	<a href="mailto:Max.l.miller22.civ@mail.mil">Max.l.miller22.civ@mail.mil</a>	1185
<b>OCCUPATIONAL HEALTH</b>			
Maj Amy Blow	Occupational Health Mgr	<a href="mailto:Amy.b.blow.mil@mail.mil">Amy.b.blow.mil@mail.mil</a>	1362
CW2 Samantha Hancock	Industrial Hygiene Technician	<a href="mailto:Samantha.l.hancock.mil@mail.mil">Samantha.l.hancock.mil@mail.mil</a>	1363