



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

JFHQKS/HRO

4 December 2008

MEMORANDUM FOR KSNG Soldiers and Airmen Returning from Global War on
Terrorism (GWOT) Mobilization

SUBJECT: HRO Policy Letter #15, Employment for KSNG Soldiers and Airmen Returning
from GWOT Mobilization

1. In an effort to assist demobilized Kansas National Guard soldiers and airmen who have been activated to support GWOT missions and, as a result have lost full-time employment, the Adjutant General has established a policy to assist these service members transition back to civilian employment. This program is administered through JFHQKS/Human Resource Office (HRO).
2. Within 30 days upon Return From Active Duty (REFRAD) the Service Member will submit the following to the Human Resources Office/Staffing Section:
 - Copy of current DD Form 214 (Certificate of Release or Discharge from Active Duty)
 - Completed OF 612 (Application for Federal Employment)
 - Completed OF 306 (Declaration for Federal Employment)
 - A signed statement as to the circumstances leading to the loss of their civilian employment.
3. Temporary employment will not exceed 60 days. During the period of temporary employment, service members are eligible and encouraged to compete for job announcements within the KSNG for which they are eligible. Current job announcements along with required forms are located on-line at <https://www.ks.ng.mil/jfhq/hro/jobs>. Service members are expected to explore all avenues for full-time civilian employment.
4. Only under extenuating circumstances will applications be accepted after 30 days upon return from active duty. An Exception to Policy request explaining the circumstances as to why the application is being submitted after the required time-frame and endorsed by the member's Commander must be submitted with the application package.
5. This program is not applicable to guard members who wish to continue military service and terminate from their civilian employer. Individuals who experience difficulties returning to their civilian employer should contact the Employer Support for Guard and Reserve, Mr. Chuck Bredahl at 785-274-1559 for assistance.

6. POC for this program is MSgt Terry Spangler, 785-274-1160.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read 'Kathryn L. Hulse', written in a cursive style.

KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

This policy letter supersedes the previous HRO Policy Letter No. 15 dated 6 October 2006.