



### NATIONAL GUARD FEDERAL HUMAN RESOURCE OFFICE BULLETIN

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## January - February 2009

### Kansas National Guard Inclement Weather Policy Reminder/Clarification

Submitted by Bobbi Harvey  
HRO Employee Benefits

This is just a reminder/clarification of the Kansas National Guard Inclement Weather Policy for non-essential National Guard employees (AGR, Technician and NDS employees) as stated in TPP 610, Section 2-19, Para f and g. Please ensure your employees are aware of the policy as well as your expectations. This is a safety issue and supervisors should weigh the use of their flexibilities with our military requirements. The supervisor's use of admin leave is limited to 1 hour and is discretionary, not an employee's entitlement.

Employees working in the Topeka area will use guidance for State Agencies/Offices, there will not be a specific announcement regarding the SDB or Forbes. Procedures for personnel assigned outside the Topeka area have not changed.

1. The National Guard is responsible for numerous emergency services and responses. Employees must remember that administrative leave is a benefit and not an entitlement and everyone is subject to recall if the need should arise.
2. Time and Leave
  - A. Employees will receive administrative leave if an inclement weather determination is made.
  - B. Those employees who work during a Declaration of Inclement Weather will receive compensation at the same rate of pay the employees would have received had there not been a Declaration of Inclement Weather.
  - C. Employees who received prior approval for authorized leave (Military Leave, Annual Leave, Sick Leave, Comp Time, etc.) during the period covered by the Declaration of Inclement Weather will not be affected by the provision of this policy.
  - D. If any employee determines they cannot report to work due to weather conditions and a Declaration of Inclement Weather has not been issued, they should follow normal reporting for their unexpected absence.
  - E. Employees not reporting to work, reporting to work late, or leaving early due to weather conditions and a Declaration of Inclement Weather has not been declared will use annual leave, accrued compensatory time or leave without pay.
3. Questions dealing with this policy should be directed to Ms. Bobby Harvey, 274-1172.

WANTED: Your Comments and Suggestions!

The Human Resources Office wants to provide you with informative and beneficial information. We are looking to make some changes to the current HRO Bulletin and need your help. What information is important to you? Is there information that HRO can provide that we are not currently providing in the bulletin that you would like to see? Please take a couple minutes to complete the short survey below. Completed surveys may be sent or dropped off to HRO, 2722 SW Topeka Blvd, Room 136, Topeka, KS 66611-1287; or faxed to 785-274-1604, DSN 720-8604 or scanned and e-mailed to [julie.burns3@us.army.mil](mailto:julie.burns3@us.army.mil). Please return your survey by 15 February 2009.

**HRO Customer Survey**

The below sections are currently published in the HRO Bulletin. Please let us know if you have a need or desire to have them remain in the HRO Bulletin.

**1. Technician accessions, promotions, reassignments and separations.**

\_\_\_\_\_ Yes, I would like to continue to receive this information.

\_\_\_\_\_ No, I do not need this information.

**2. Technician appraisals due listing.**

\_\_\_\_\_ Yes, I would like to continue to receive this information.

\_\_\_\_\_ No, I do not need this information.

**3. AGR accessions, promotions, reassignments and separations.**

\_\_\_\_\_ Yes, I would like to continue to receive this information.

\_\_\_\_\_ No, I do not need this information.

**4. What information is most important to you that is currently provided?**

\_\_\_\_\_

\_\_\_\_\_

**5. What information would you like to see in future bulletins?**

\_\_\_\_\_

\_\_\_\_\_

**6. Any other comments or suggestions?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Weingarten Notice**  
**(Representation Rights)**

Submitted by MSgt Keith Guffy  
Labor Relations Specialist

Under Title 5, United States Code, section 7114(a)(2)(B), an employee being examined in an investigation (an investigatory examination or interview) is entitled to union representation if the examination is conducted by a representative of the agency, the employee believes that the examination may result in disciplinary action, and the employee asks for representation.

Specifically, the reference states:

“(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at—

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if—

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation.”

This right is commonly referred to as the “Weingarten” right. Based on the U.S. Supreme Court’s private sector labor decision in **NLRB v. J. Weingarten, Inc.**, 420 U.S. 251 (1975). Upon a valid request for union representation from the employee, management has three options:

- (1) Grant the request and notify the union that a meeting to examine a bargaining unit employee is going to take place and that the employee has requested union representation;
- (2) Continue the investigation without interviewing the employee; or
- (3) Offer the employee a clear choice to either continue the interview without representation, or have no interview.

In addition to affording employees these “Weingarten” rights, the Statute, at 5 USC section 7114 (a)(3), requires each agency to “annually inform its employees of their rights under paragraph (2)(B) of this subsection.”

## Additional Entitlement of Presidential Leave

Submitted By Bobbi Harvey  
Human Resource Specialist/Employee Benefits

To continue support for Federal employees who continue to serve in the GWOT, OPM issued CPM 2008-12, "Update on Excused Absence for Employees Returning from Active Military Duty" on August 6, 2008. CPM 2008-12 provides a broader interpretation of the President's memorandum to authorize agencies to provide an additional 5 days of excused absence each time a Federal employee returns from active military duty related to GWOT.

Employees who are called to active duty in support of GWOT are entitled to the 5 days of excused absence for multiple activations; however, in order to receive 5 days, you **MUST** spend at least 42 CONSECUTIVE days on active duty in support of the GWOT. **Employees are entitled to 5 days of excused absence only once in a 12-month period. A new 12-month period begins on the first day of excused absence and ends 365 days later.**

**Upon receiving notification from an employee of his or her intent to return to civilian duty on a specific date the employee's 5 days of excused absence must begin immediately prior to the actual return to his or her duties. The commencement of the 5 days of excused absence represents a return to Federal civilian employment, and the employee is obligated to report for work at the end of the 5-day period.**

If the employee had already returned to Federal civilian service prior to the issuance of the Presidential memorandum on November 14, 2003, or was not granted the 5 days of excused absence for a second or subsequent period of active duty outside the original 12-month period he or she will schedule the 5 days of excused absence at a time mutually agreeable between the employee and the supervisor. The 5 days of excused absence **will not** be "stockpiled" for use at a later date. **Each employee is entitled to the equivalent of 1 workweek of excused absence.**

The 5 days of excused absence does not affect the time limits for exercising restoration rights. An employee may take whatever grace period is allowed under part 353 and, in addition, is entitled to 5 days of excused absence.

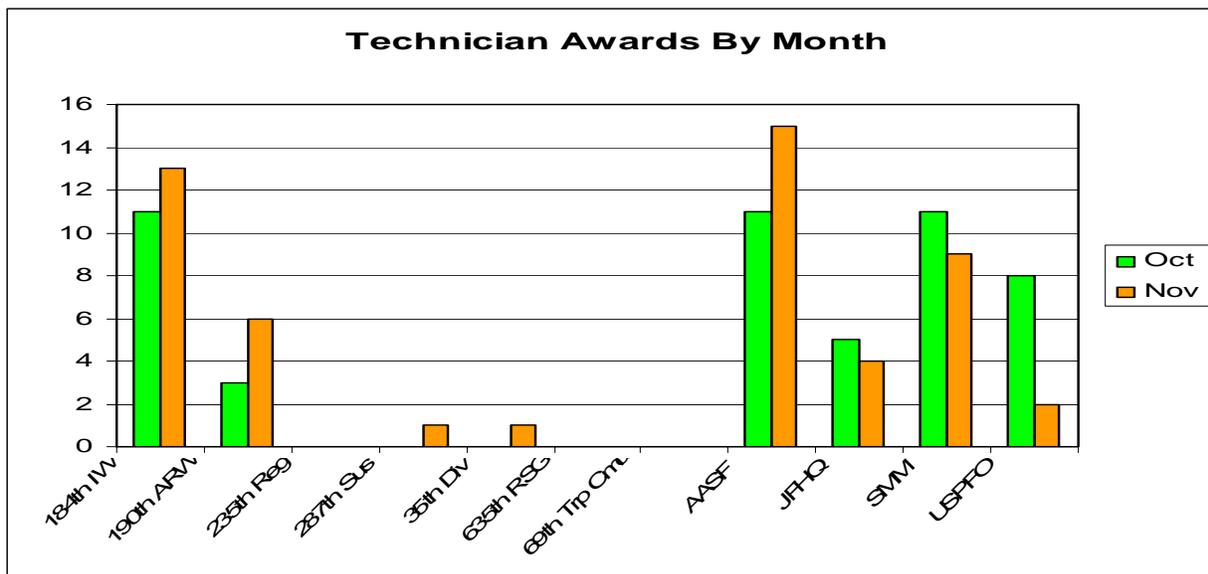
Supervisors will code the timecard LN and annotate in the Job Order# area "Presidential Leave". Supervisors will keep a copy of the timecard in the their employees file for tracking the use Presidential Leave.

For questions concerning Time Cards, Army Technicians contact Ilene Donnelly at 785-274-1229 or DSN 720-8129 and Air Technicians contact their FM office. For policy questions contact Bobbi Harvey @ 785-274-1172 or DSN 720-8172.

Bobbi Harvey  
Human Resource Specialist/Employee Benefits

**Technician Awards**  
Submitted by MSgt Kathy Thornton  
HRO Assistant

The graph below shows technician awards processed, i.e. Time-Off, On the Spot, Sustained Superior Performance (SSP) and Quality Step Increase (QSI) for the months of October and November.



**Technician Incentive Awards Recommendations**

Submitted by Bobbi Harvey  
Human Resource Specialist/Employee Benefits

Supervisors are reminded that when submitting an AGKS 451, Incentive Awards Recommendation, for Sustained Superior Performance (SSP) or Quality Step Increase (QSI), a copy of the latest Performance Appraisal must be attached. This is in addition to the Performance Appraisal copy that is submitted to HRO for the Employee Performance File (EPF). The EPF and the Incentive Awards Recommendation are routed to two different desks and must be processed separately.

**TSP Contribution Limits**

Submitted by Bobbi Harvey  
Human Resource Specialist/Employee Benefits

IRS contribution limits for 2009 — For 2009, the IRS permits you to contribute up to \$16,500 in tax deferred money to the TSP. If you are a member of the uniformed services, you may contribute a total of \$49,000 in tax-deferred and tax-exempt money. If you will be age 50 or older during 2009, you may also contribute up to \$5,500 in additional “catch-up” contributions if you will reach the \$16,500 limit in 2009.

Annual TSP participant statements — Next month, the TSP will begin mailing annual TSP participant statements to all participants. Your annual statement will summarize the activity in your account during 2008 and provide other helpful account information. If you do not want to receive a mailed copy of this statement, you can elect to opt out on the Web site. However, you will still be mailed copies of the annual letter from the TSP’s Executive Director and the January/February 2009 Thrift Savings Plan High-lights newsletter.

## Technician Retirements

Submitted by MSgt Robin Lewis  
Human Resources Specialist

### Army

Hester, Francis G. Jr 1 Dec 08  
Skelton, Charles J. 20 Dec 08  
Beem, Karen C. 31 Dec 08  
Peak, Stephen R. 31 Dec 08  
Chrisman, Stephen J. 31 Dec 08

### Air

Wegner, Frances I. 31 Dec 08

## Technician Separations, Promotions, Reassignments & Appointments

Submitted by MSgt Robin Lewis  
Human Resources Specialist

### PROMOTIONS

Brown, Curtis L., 184 IW  
Buffington, Harris C., CSMS  
Burns, Stacy L., USPFO  
Courtney, Alike A., 190 ARW  
Deal, Jon S., FMS 8  
Ellis, Donnie R., MATES  
Flinn, Casey N., MATES  
Hallauer, Troy M., AASF  
Lyne, Jerrold D., MATES  
McMullen, Dallas D., MATES  
Molter, Michael D., 190 ARW  
Mullinax, Mark C., MATES  
Ramsey, Charles W., FMS 3  
Reedy, Dennis H., MATES  
Warton, Robert G., CSMS  
Webb, Robby W., ATEAM  
Willard, Brian P., 190 ARW  
Wunderle, Robert C., MATES  
Zeigler, Travis B., DOM

### REASSIGNMENTS

Glaser, Marcus A., MATES  
Larson, Cheryl L., CSMS  
Wollaway, Allen D., JFHQ

### ACCESSIONS

Burget, Justin A., 184 IW  
Conover, John C., 69 Troop Cmd  
Davidson, Ryan M., 184 IW  
Day, Christopher D., 69 Troop CMD  
Dirk, Aaron W., USPFO  
Ewertz, Chad W., 184 IW  
Ferguson, Alicia D., 69 Troop CMD  
Foster, Norman A., 190 ARW  
Fulton, Benjamin D., 190 ARW  
Hausler, Kenrick L., CMD Admin OFC  
Hobson, Mark L., 184 IW  
Hodges, Stephanie A., Family Programs  
Hrenchir Patrick R., 31 IN DIV  
Jahay, Scott E., AASF 2  
Jones, Edwin C.T., MATES  
Kane, Clifford J., 190 ARW  
Konyha, Anthony M., 184 IW  
Lake, Jessy S., 69 Troop CMD  
Lamb, Gordon J., ATEAM  
Marrero, Rafael J., 184 IW  
Mason, Paul A., MATES  
McCartney, John P., DCS for Info Mgt  
Mehlhoff, Daniel R., DOL  
Miller, Roger D., DOM  
Montgomery, Matthew A., 190 ARW  
Moore, Stephen R., CSMS  
Morrison, Wayne R., JFHQ  
Nulik, Shane T., 184 IW  
Ogle, Michael A., USPFO  
Peters, Ryan A., MATES  
Prokopchik, Alexandr, 184 IW  
Rider, Phillip T., FMS 7  
Siler, MaSnyder, Ronald K., USPFO  
Stimson, Stephen A., Const & Fac Mgt

Continued...

## Technician Separations, Promotions, Reassignments & Appointments

Submitted by MSgt Robin Lewis  
Human Resources Specialist

### ACCESSIONS

Sutton, Samuel W., AASF #1  
Wallace, Michael L., JFHQ  
Wieland, Andrew R., 1-161 FA BN  
Wilson, Craig A., 184 IW  
Woosley, Jr., Leo D., FMS 4  
Ziembinski, Edward O., 69 Troop CMD

### SEPARATIONS

Ames, Thomas E., JFHQ  
Baethke, Scott E., 2-137 IN  
Bare, Robert D., MATES  
Boatman, Alan B., MATES  
Brown, Charles N., DCSOPS  
Brown, Sr., Lionell A., CSMS  
Cahill, Thomas W., 242<sup>nd</sup> Engr Co  
Chacey, Bret A., FMS 7  
Cleveland, Tommie L., 174 CS Maint  
Combes, Adam R., CSMS  
Cote, Russell W., AASF  
Cummings, William F., USPFO  
Dear, Brian H., FMS 7  
Dunham, Shawna M., Recruit & Reten  
Eastridge, Bernadine A., 190 ARW  
Gibbs, Joshua G., 190 ARW

Hervey, Curtis A., DCSOPS  
Hupe, Mitchel R., DCS for Info Mgt  
Jader, Jeffrey A., 1-635 AR BN  
Jones, Edwin C.T., MATES #1  
Kennedy, Myra D., FMS 3  
Lake, Jessy S., JFHQ  
Lamb, Gordon J., ATEAM  
Linscheid, Kevin M., 1-161 FA BN  
McCartney, John P., FMS 4  
McDowell, Bradley J., FMS 4  
Montanez, Joel D., MATES  
Ott, Ray A., JFHQ  
Patton, Terry D., MATES  
Pittman, Chad D., ATEAM  
Roath, Patricia E., CSMS  
Sample, Ryan D., 190 ARW  
Sickler, Brian R., FMS 3  
Strong, Ryan D., 190 ARW  
Thompson, Gary D., USPFO  
Thompson, Matthew D., USPFO  
Tolbert, Marcus P., FMS 7  
Weller, Matthew I., 1-161 FA  
Zentz, Zachary A., FMS 8  
Ziembinski, Edward O., 69 Troop CMD

## TECHNICIAN APPRAISALS

Submitted by MSgt Kathy Thornton  
HRO Assistant

### KSARNG January

ANDERSON, REBEKAH L.  
ASEBEDO, MATTHEW G.  
ATLAKSON, RANDY G.  
AUMEN, JEFFREY L.  
BEDORE, ALESHIA K.  
BEOUGHER, STACY T.  
BOYER, RONALD S.  
BROWN, JAMES L.  
BULLOCK, KRISANA T.  
CRAWFORD, CHRISTOPHER J.  
DINGER, MARY F.  
DITTAMO, MICHAEL P.  
DONNELLY, ILENE L.  
DOYLE, DEBORAH A.  
DUNCAN, MICHAEL D.  
GARRETT, BLAINE L.  
GILMORE, DONALD E.  
GORUP, GEOFFREY K.  
HANEY, RANDY M.  
HARE, KENNETH R.  
HEATER, PAUL C.  
HONE, BRYAN K.  
HOSIER, ROY L.  
JOHNSON, KENNETH W.  
KELLER, DAREN K.  
KRISTINANT, JAMES E.  
LANE, DARBY W.  
LINDSEY, DERRON J.  
LOUGHNEY, TODD M.  
LOVE, ROGER D. JR.  
MARIN, JUAN J. JR.  
MILLESON, RANDALL R.  
MOLTER, CHERYL L.  
MURDOCK, ROGER D.  
OTHMER, KAREN M.  
POLLOCK, RICHARD S.  
ROBERTS, DONALD W.  
SPELLMAN, DANIEL L.  
SPOHN, LOREN W.  
STICKELMAN, DAVID P.  
STILLWAGON, ROBERT J.  
TUSTIN, CAROLEE J.  
VASQUEZ, HECTOR A.  
WEATHERS, MONTE C.  
WILLIAMS, HOWARD E. JR.  
ZAFRAN, MARK G.

### KSARNG February

AUDANO, ROBERT D.  
BETH, RUSSELL L.  
BLAIR, NATHAN W.  
BUDDEN, RICKY D.  
CRUMPTON, CLAYTON A.  
DAVIS, JOSE R.  
EDINGTON, DAVID L.  
EGGERS, WALTER W.  
GARNER, TAMMY J.  
HEARN, KELLY L.  
HELMER, MATTHEW J.  
HOTTMAN, JERROD D.  
KAUB, JUSTIN A.  
KUCHERA, JON P.  
LATHAM, JOSHUA M.  
MCWHIRT, RONNIE R.  
NEWMAN, ROBERT E.  
NICHOLS, ANTHONY W.  
PAWLEY, MARK C.  
PELKEY, LEROY F. JR.  
RAHE, ROBERT L.  
SCHMIDTBERGER, MICHAEL A.  
SMITH, DARREN D.  
STAIERT, JOHN  
STATON, CLAYTON L.  
STERLING, JOSEPH A.  
STUKE, TODD J.  
STUPKA, MELISSA I.  
TERHUNE, MARVIN E.  
TIMES, REBECCA J.  
WAGNER, ROY R. III  
WARNER, WILLIAM E.

## TECHNICIAN APPRAISALS

Submitted by MSgt Kathy Thornton  
HRO Assistant

### 190<sup>TH</sup> January

APPENFELLER, JEFF D.  
BILLIG, DOUGLAS H.  
COLE, GORDON L.  
FINCHAM, SHERRY L.  
GORSKI, JOSHUA A.  
HAGER, JEAN  
HATLEY, JODY A.  
HERTLEIN, SHERRY L.  
LARGE, MAGGIE L.  
MERTEL, STEPHEN A.  
OWENS, PAUL W.  
PIPER, ANDREW M.  
PRICE, JESSE R.  
REXER, STEVEN E.  
ROGERS, DEREK P.  
SALINAS, DAVID A.  
TOMCZEK, DAVID P.  
ZERGER, DOUGLAS S.

### 184<sup>TH</sup> January

BUTHE, KENNETH M.  
BARNES, KENNETH A.  
BOWMAKER, ANTHONY D.  
FARRIS, DENNIS G.  
BROWN, WILLIAM L.  
NICE, MARVIN G.  
MALY, JOHN P.  
HUNTER, JAMES F.  
HANSEN, KEVIN R.  
OWENS, RICHARD D.  
EVANS, JIMMY R.  
CHIRINOS, DAVID P.  
PAGELS, CHRISTOPHER J.  
BETTERTON, JUSTIN C.

### 190<sup>th</sup> February

BAKER, HOLY T.  
BROOKER, ROGER D.  
BULLINGTON, MARGARET C.  
DODDS, SHAWN D.  
GINZEL, JOSEPH R.  
GUTIERREZ, EDMUND R.  
LEWIS, LONYSE A.  
MICK, WILLIAM S.  
MONEY, LESLIE W.  
THOMAS, STEVEN S.  
WISNER, MATTHEW R.  
WULFKUHLE, WILLIAM A.  
ZIMMERMAN, STEVEN R.

### 184<sup>TH</sup> February

BURGET, TIMMY A.  
CLIFTON, BENJAMIN R.  
DOTSON, GREG A.  
EHRSTEIN, MICHAEL L.  
EWERTZ, CHAD W.  
GRAY, TOMMY O.  
HADORN, JAMES S.  
HANSEN, TAB L.  
HARRY, CARL J.  
HULSE, MATTHEW J.  
KING, DAVID M.  
MCBEE, GARY A.  
NESTOR, THOMAS, J. JR.  
SAWYER, DONALD E.  
SCANNAPIECO, RICHARD K. II  
SCHMITT, JEFFREY L.  
SHEPARD, GARY D.  
SHOCKEY, WESLEY T.  
STACEY, WILLIAM S. III  
WILLIS, CINDY K.  
WILSON, ROBERT J.

### HRO January

HODGES, STEPHANIE A.  
REXER, STEVEN E.  
STINSON, ROBERT K.

**ATTENTION ALL TECHNICIANS:** EAP Consultants, Inc is the employee assistance contractor for full-time technicians and their family members. EAP is completely confidential and absolutely free! If you want to use on-line services that require a password use “goguard”. If you are using HELPNET, the username is “goguard” and the password is “eap800”. If you have any questions about services available or any other general questions about the program, please visit the contractor website or call Capt Julie Burns, 785-274-1170.



**Inside This Issue:**

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2. [Making A Successful New Year's Resolution](#)
3. [Anger Management Tips: Taming Your Temper](#)
4. [For Your Information](#)

**EAP Services:**

1. [How to Use Your EAP](#)



## **Better Communication: Making Sure Your Good Ideas Get Included**

Have you ever felt treated like an outsider, cut out of the loop on an important decision, or thwarted in your attempts to improve a situation that definitely needed to be improved? Even if your good ideas were exactly what a particular group could benefit from using, possibly there was a powerful insider or a few entrenched keepers of the status quo who found a way to shoot down your suggestions.

According to Leonard Felder, Ph.D., author of the new book **FITTING IN IS OVERRATED: The Survival Guide for Anyone Who Has Ever Felt Like an Outsider**, “You are not alone. Most innovative, smart, and helpful men and women have felt at times as if their good ideas were bumping up against heavy resistance from people who feel threatened by anyone who’s suggesting even the most realistic and positive changes.”

Continued on Next Page...

It might be a situation in your extended family where you have some outstanding ideas on how to improve the next family gathering, but a certain powerful relative tends to veto anything that alters “the way we’ve always done it before.” Or at work you might have a creative new solution to a long-standing problem, but one of the higher ups is opposed to any changes you suggest. Or you belong to a church, temple, parent-teacher association, condo association, or volunteer group where you’ve come up with some excellent suggestions for improving things, but one or two cliquish insiders manage to thwart any possibility of trying something new.

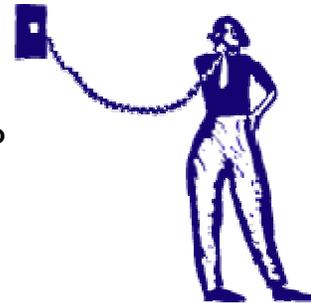
Dr. Felder has found repeatedly in his 25 years as a psychotherapist and organizational consultant that, “It’s frustrating for you personally and it’s inefficient for the group as a whole when great new ideas get shot down by stubborn insiders who refuse to listen to anyone but their loyal inner circle.”

### **Becoming more effective as a change-agent**

In his book **FITTING IN IS OVERRATED**, Felder suggests a variety of creative ways to get your ideas included and taken seriously, even in groups, families, and organizations that have been hesitant about change for many years. Here are three realistic steps that can improve the clout and impact you have in any situation where you have great ideas that are slightly ahead of your peers:

**1. Start by taking the chip off your shoulder.** Felder has found that many people who have been treated like an outsider in their family, their workplace, or their volunteer activities tend to get a chip on their shoulder – a verbal or nonverbal attitude that communicates to the group, “I know you’re not going to like what I’m about to say, but here goes anyway.” He suggests, “Rather than sabotaging your own good ideas by the resentful way you present them, why not try something different this time.” He recommends saying to yourself, “Since my good idea can definitely help this group, family, or organization, my biggest challenge is to find the right allies, the right wording, and the right timing for building a supportive consensus.”

For example, if you have been a sometimes-overlooked member of a parent-teacher association, a condo association, a religious group, or a social group where a few insiders have tended to shoot down your good ideas repeatedly, you might be tempted to be sarcastic or ironic the next time you offer a new suggestion, as if to say, “You all have never taken my ideas seriously and I don’t expect much support on this one either.” Or you can say to yourself, “I think this group could benefit from this new idea, but only if I break my old pattern and I do it smarter this time by finding the right teammates, the right type of presentation, and the precise moments when people tend to be most open to hearing something new and different.”



**2. Have a brainstorming phone call or lunch with one or two insiders who are secure enough and smart enough to back you up on this new idea.** Usually when a person looks at a cliquish group, he or she thinks they are all in agreement and that no one will ever have the courage to step outside the status quo and support any changes. But if you look carefully at any group, family, or organization you will find a few somewhat-innovative insiders who have the wisdom and the strength to break with the pack occasionally to support needed changes. Identifying those few insiders who are willing to align themselves with an insightful outsider is crucial to whether or not your good ideas will be heard and taken seriously.

For instance, in your extended family it might be pointless to suggest to the most rigid family members any changes in the way the next family holiday gathering will take place unless you first identify and build an alliance with one or two creative insiders who have the clout to influence the rigid insider who is most resistant to making any changes. Only when you have the backing and support of these important allies (the creative insiders who are secure enough and smart enough to speak up for good new solutions) can your excellent ideas receive the hearing and consideration they deserve.

**3. Make sure the most rigid or cautious insiders know ahead of time that you aren't trying to disrupt or change most of the things they cherish, but that you are offering a small, helpful solution to one specific problem that almost everyone knows could use some improvement.**

Rather than seeing the cautious or stubborn insider (who tends to shoot down your good ideas) as an all-powerful giant, consider for a moment that this flesh-and-blood human being might actually be quite insecure or quite afraid of losing something if changes are made. This person will need some reassurance from you and others so that he or she knows you aren't trying to shift too many things that are familiar and comforting to this person.

You may need to tell him or her, "We definitely want to keep most of the traditions the way they've always been, but we're just trying out a temporary experiment to see if we can improve this one particular aspect that hasn't been working lately. How about if we try the temporary experiment just this once and then we'll see if it improves things or if we should go back to what we had before." Using this kind of compassionate, gentle, reassuring approach will often help an entrenched insider to see that your outsider insights are not as threatening as they first thought they might be.

**Recommended Reading:** **FITTING IN IS OVERRATED: The Survival Guide for Anyone Who Has Ever Felt Like an Outsider**, by Leonard Felder, Ph.D., offers practical tips and inspiring true examples regarding how to be sure your good ideas for making positive changes get the support they deserve (even in a family, a group, or an organization where change doesn't come easily). For more information, log onto [www.fittinginisoverrated.com](http://www.fittinginisoverrated.com).

## Making A Successful New Year's Resolution

According to a University of Washington survey, 63% of the people questioned were still keeping their number one New Year's resolution after two months. The keys to making a successful resolution? The researchers say a person's confidence that he or she can make the behavioral change and the commitment to making the change, are most important. In addition, the study indicates that successful resolutions are a process, not a one-time effort. Respondents to the survey reported that persistence can pay off. Of the people who successfully achieved their top resolution, only 40 percent of them did so on the first attempt. The rest made multiple tries, with 17 percent finally succeeding after more than six attempts. You can do better the next time and figure out a better plan to succeed. You do get to try again and can make behavior changes throughout the year, not only at New Year's.

## Anger Management Tips: Taming Your Temper

If you have a tough time controlling your anger, you can take steps on your own to improve your anger management. The suggestions below can help you get your anger under control.

**Practice deep breathing.** If you feel yourself getting angry, don't let it build up until you have a violent outburst. Try breathing deeply from your diaphragm in long, slow breaths, giving your heartbeat a chance to slow down. Repeat a word such as "relax" or "calm" as you breathe. Breathing deeply will ease your tension.

**Change your environment.** Get out of the situation if you need to. The quickest way to uncouple yourself from a source of anger is to take a five-minute walk and get some fresh air. The walk will help you calm down and the break can give you time to think about the cause of your anger. Find someone to talk things over with, who can help you calm down and gain perspective.

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**Count to ten.** Counting to ten is an anger management tip that has worked for centuries. The Roman poet Horace (65 – 8 BC) said, “When angry, count ten before you speak; if very angry, one hundred.” Counting to ten (or one hundred) helps you step back from an anger-provoking situation, buys time for you to examine the problem and decide on an effective, rational way to express your anger.

**Do something physically exerting.** Physical activity can provide an outlet for stressful emotions. Numerous worldwide studies have documented that exercise can dissipate stress energy and improve your mood. If you’re about to erupt, go for a brisk walk, run, swim, lift weights or shoot baskets.

**Ask yourself this question.** Before you react in anger, ask yourself: “Will the object of my anger matter ten years from now?” Chances are, by asking this question, you will see things from a calmer perspective.

**Let go of what is beyond your control.** You can change only yourself and your responses to others, not what others do to you. Getting angry doesn’t fix the situation and makes you feel worse. If someone constantly arouses your anger, focus on the troublesome situation and brainstorm solutions.

### **Suggestions for long-term anger management**

If you frequently feel angry, the following suggestions can help you get a better handle on anger:

**1. Acknowledge your anger.** The first step in dealing constructively with anger is to admit when you are angry. Trying to cover it up to avoid conflict or pretending that it isn’t there will only make it come out in some other way and distance you from other people.

**2. Understand the difference between angry feelings and angry actions.** Many people confuse the way they act when they are angry – yelling, crying, blaming, striking or pouting, for example – as anger itself. All of these are behaviors. They are ways of responding to anger, but they are not anger itself. Anger is a feeling. Separating angry feelings from angry actions is important because you can change angry actions. You can teach yourself to become aware of your feelings and to choose how you act on them.

**3. Explore your anger.** Try to identify what it is you are angry about. Keep a diary of your anger outbursts to try to understand how and why you get mad. See a counselor or psychologist if you still feel angry about events that occurred in your past.

**4. Express your anger.** Learn to communicate your anger in a healthy way. If the anger was caused by something that someone said or did, tell the person how you feel in an assertive manner – using calm, logical words – rather than aggression. Consider assertiveness training or learning better conflict resolutions skills to improve your communication.

**5. Let go of your anger.** Once you’ve verbalized your anger, let it go. Remind yourself that you’ve done all you can by expressing your feelings in a healthy manner. For many, this can be difficult, but clinging to resentment for having been done wrong means continuing to carry the anger inside.

### **Getting help**

If your anger feels out of control, if it is having a negative impact on your relationships, family life, job effectiveness, or has escalated into violence, consider contacting your Employee Assistance Program (EAP) to learn appropriate, more effective and healthier ways to deal with anger. A professional EAP counselor experienced in anger management can help you learn a range of techniques for changing your thinking and behaviors. If you or one of your dependents would like help, why not contact a professional EAP counselor today? We’re here to help you.

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## For Your Information

### Parenting Tip

- To help your child become resilient – a flexible person who can “bounce back” after a setback – focus on the following:
- Help your child identify emotions he/she is feeling and tell him/her you understand
- Ask your child to think of ways to solve his/her own problems
- Let your child know that you have confidence in him/her
- Encourage your child to ask for help when he/she needs it

### Couple Care

Seek help early if you are experiencing marital difficulties. Half of all marriages that do end, do so in the first seven years, yet the average couple waits six years before seeking help for marital problems. This means the average couple lives with unhappiness for far too long.

### Reduce Holiday Stress

Follow these suggestions to minimize holiday stress:

- Keep holiday plans and dreams realistic
- Budget your time as well as your money
- Deal with everyday stress immediately
- Make a “to do” list
- Learn to say “no” to invitations and requests
- For those things that you have to do, find a better way of doing the task

## Employee Assistance Program Services

PROVIDED BY YOUR EMPLOYER FOR YOU AND YOUR DEPENDENTS

Your Employee Assistance Program is a prepaid and confidential program designed to help employees and their dependents resolve problems which may be interfering with their personal, work or home life. EAP Consultants offers help for marital and family issues, substance abuse, job concerns, emotional problems, life adjustments, legal issues, financial matters, and elder care and child care referrals.

If you're experiencing problems which are causing concern, you and your EAP Counselor can work as a team to find solutions.

For assistance, call EAP Consultants at: **800-869-0276** or request services by secure e-mail on the Member Access page of our website at <http://www.eapconsultants.com/>.

**MARTIN LUTHER KING JR. DAY**  
**19 JANUARY 2009**

Submitted by Maj Shelly Bausch  
EEO/EO Manager

**Make it a Day On... Not a Day Off!**

During the 1950s and '60s, civil rights leader Martin Luther King, Jr. recognized the power of service to strengthen communities and achieve common goals.

Initiated by Congress in 1994, King Day of Service builds on that legacy by transforming the federal holiday honoring Dr. King into a national day of community service grounded in his teachings of nonviolence and social justice. The aim is to make the holiday a day ON, where people of all ages and backgrounds come together to improve lives, bridge social barriers, and move our nation closer to the "Beloved Community" that Dr. King envisioned. With thousands of projects planned across the country, the 2009 King Day of Service on January 19 promises to be the biggest and best ever!

**I HAVE A DREAM**

"I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character."

"A man who won't die for something is not fit to live."

"Change does not roll in on the wheels of inevitability, but comes through continuous struggle. And so we must straighten our backs and work for our freedom. A man can't ride you unless your back is bent."  
"Faith is taking the first step even when you don't see the whole staircase."

"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy."

"Have we not come to such an impasse in the modern world that we must love our enemies - or else? The chain reaction of evil - hate begetting hate, wars producing more wars - must be broken, or else we shall be plunged into the dark abyss of annihilation."

"I just want to do God's will. And he's allowed me to go to the mountain. And I've looked over, and I've seen the Promised Land! I may not get there with you, but I want you to know tonight that we as a people will get to the Promised Land."

The quotes of Martin Luther King Jr

## Understanding Grief

Submitted by CH CPT John Potter  
Joint Force Support Chaplain, JFHQ-KS

December and January can be difficult months when a family member or loved one dies. My father died this time of year nine years ago, so I understand the hurt people feel. It seems like our culture wants to party and celebrate, while we focus on loss. Here are a couple of items to keep in mind.

1. Grief takes time. The first year is the most difficult. Watch the calendar for milestone days like a birthday, a wedding anniversary, and major holidays. It helps to identify these tough days and understand that, "today will be hard because Roger isn't here." Knowing these days are ahead will allow you to find activities or plan on being with friends.
2. Tell people how you feel. Be open with friends and family. Let them know how you are holding up during this time of loss. Don't close yourself off from people like a hermit. The best way to help yourself is to share the feelings and emotions you have. Be sure to meet with others to share stories and memories of your loved one.
3. Practice self care. Remember that nutrition, rest, and exercise will bolster your health. Grief can lower immune system function if you are not eating properly, having sleep disturbances and are not motivated to exercise. Asking someone to go on a run or a stroll can provide a physical nudge as well as provide simple emotional support.

People of faith also find comfort in prayer and reading their holy scriptures. Know that resources are available for use in the chaplain office.

Remember, you are not alone. If there is a need to talk with a chaplain or minister, know that they are available to listen and help day or night. These months can be difficult, but know that this journey can be made with the help of others who have walked this path before.

CH (CPT) John Potter  
Joint Support Chaplain

CH (CPT) John Potter  
Joint Support Chaplain, JFHQ-KS  
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## Calendar of Events for Topeka Ks 2009

Submitted by Maj Shelly Bausch  
EEO/EO Manager

Living the Dream: Dr. Martin Luther King Jr.  
2009 Topeka Events  
Theme: "Action"  
[www.ltdopeka.com](http://www.ltdopeka.com)

**Jan12-19**-Selected winning pieces of the student art competition will be displayed at the Topeka Performing Arts Center from 8am-5pm throughout the week as well as featured in the Topeka Capital-Journal. Winning student competition essays and poems will also be published in the Topeka Capital-Journal.

**Jan12**-A Day of Community Service-members of Living the Dream, Inc. and volunteers will be providing community service hours to various agencies, businesses and organizations in the area. Representatives from local law enforcement agencies will conduct presentations for elementary students about the benefits of staying in school and methods to prevent violent behavior.

**Jan13**-Proclamation Signing and a Day of Community Service-Living the Dream members and volunteers will continue to perform community service work as well as local law enforcement agencies will continue presentations at elementary schools. A Proclamation in support of the week's activities will be presented at the Topeka City Council meeting at 6pm in the Council Chambers, 214 SE 8th St.

**Jan14**-Respect for Elder's Day-Floral arrangements and gift baskets will be delivered to Topeka area senior centers between 10am-12pm in honor of this day. The Student Poetry Competition will be held in the Marvin Auditorium at the Topeka Shawnee County Public Library, 1515 SW 10th St. at 6:30pm. A reception will follow. Local law enforcement agencies will continue their presentations at the elementary schools.

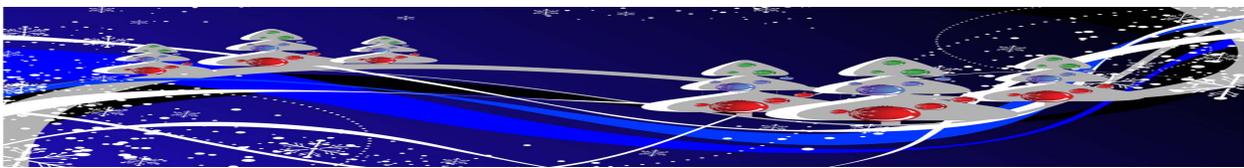
**Jan 15**-Youth Day-Local area high school drum lines will be providing "Drumming for the Drum Major performances at Washburn University in White Concert Hall, 1700 SW College Ave. at 7pm. A canned food drive will be held to kick-off the Project Topeka efforts. Two canned goods or a \$2 donation is recommended for admission. Local law enforcement agencies will continue their presentations at the elementary school.

**Jan 16**-Phillip V. Ashford, Jr. Stop the Violence Day-Jeff Yalden, author and motivational speaker will address middle and high school students at 9am at the Topeka Performing Arts Center, 214 SE 8th St. Winners of the Student Art, Essay, and Poetry competition will be recognized at this event. Mr. Yalden will also visit the Kansas Juvenile Correctional Complex at 3:30pm. Mr. Graham Bailey, Vice President of Corporate Communications and Public Relations at Blue Cross Blue Shield of Kansas will speak at the Community Leadership and Recognition Luncheon at the Ramada Inn, 420 SE 6th St. at 11:30am. Corporate CEO's will be recognized for their sponsorship. Local law enforcement agencies will continue their presentations at the elementary school.

**Jan 17**-Dr. Martin Luther King Jr. Scholarship and Awards Banquet-The Scholarship and Awards banquet will be held at the Ramada Inn Downtown, 420 SE 6th St. in the Regency Ballroom at 6pm. Mr. Joe Rodgers, former Lt. Governor of Colorado is the featured banquet speaker. Streetside, an acappella musical group from Topeka will provide the entertainment. Graduating senior high school scholarship and community award recipients will also be recognized.

**Jan 18**-Religion Day-The Topeka/Lawrence Baptist Ministers' Union will host a worship service at the Antioch Missionary Baptist Church, 1100 SE Washington St. at 6pm.

**Jan 19**-Dr. Martin Luther King Jr. Holiday-"Whose Dream Is It?" in partnership with Living the Dream, Inc. is sponsoring a free community-wide soup dinner and program in celebration of the King holiday. The soup diner starts at the First Presbyterian Church, 817 SW Harrison at 6pm, followed by the program at 7pm



**Federal Human Resource Office Staff Contacts**  
**2722 SW Topeka Blvd. Room 136**  
**Topeka, KS 66611**  
**Commercial Fax: (785) 274-1604**

Col Kathryn Hulse	Human Resource Officer	x1180	Rm142
Lt Col Steve Rexer	Deputy HRO Officer	x1167	Rm141
SMSgt Keith Guffy	State Labor Relations Specialist	x1162	Rm140

**MANPOWER DIVISION**

LTC Mike Erwin	Chief, Manpower	x1982	Rm138
CMSgt Lynn McConnell	Personnel Systems Manager	x1165	Rm136
SPC Jason Collier	Personnel Systems Assistant	x1163	Rm136
MSgt Leslie Perez	Classification Specialist	x1161	Rm136
SSgt Tracy Hansen	Classification Specialist	x1510	Rm136
MSG Lyle Babcock	Management Analyst	x1941	Rm135

**EMPLOYEE SERVICES DIVISION**

Capt Julie Burns	Chief, Employee Services	x1170	Rm137
Bobbi Harvey	Employee Relations Specialist	x1172	Rm136
MSgt Robin Lewis	Human Resource Specialist	x1206	Rm136
MSgt Kathy Thornton	Human Resource Assistant	x1187	Rm136
MSgt Terry Spangler	Staffing Specialist	x1160	Rm136
SGT Jennifer Walters	Army Staffing Specialist	x1184	Rm136
TSgt Orlando Saucedo	Air Staffing Specialist	x1053	Rm136
Dottie Clark	Employee Development Specialist	x1185	Rm136
Michele Wright	Human Resource Assistant	x1180	Rm136

**AGR BRANCH**

1LT Kendrea Shingleton	AGR Manager	x1182	Rm136
SFC Katie Carnahan	AGR Staffing Specialist	x1186	Rm136
SFC Chris Kuti	AGR Pay Specialist	x1636	Rm136
TSgt Doug Roudybush	Tricare Specialist	x1164	Rm136

**EEO/EO DIVISION**

Maj Shelly Buasch	EEO/EO Manager	x1166	Rm143
TSgt Elisha Smith	EEO/EO Specialist	x1168	Rm143

**FAMILY PROGRAMS**

MAJ Robert Stinson	Chief, Workforce Support	x1183	Rm105
Tonya Vansickle	Family Programs Director	x1171	Rm101
Vacant	Family Programs Assistant	x1173	Rm102
SGT Maxie Joye	Tricare (non-AGR Military)	x1517	Rm102
Sarah K. Ragan	Family Readiness	x1208	Rm104
Stephanie Hodges	Family Programs Assistant	x1215	Rm102
Christopher Gordon	Family Programs Assistant	x1512	Rm102
Larry Levindofske	Yellow Ribbon Support Specialist	x1229	Rm104

**TRANSITION BENEFITS**

DC Hannah	Transition Assistance Advisor	x1129	Rm104
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**ESGR**

Chuck Bredahl	ESGR Director	x1559	Rm104
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Reach us on the web at: <https://www.ks.ng.mil>