



## July & August 2009 Issue

### Helpful Information for Technicians

Mrs. Dottie Clark

### DTS Didja Know?

Did you know that filling out the "Trip Purpose" box is a very BIG deal?

Per DTS Local Business Rules, Para 2.0 f:

You are required to enter the following in the "Trip Description Box":

1. Tech Tvl, Tech Tng, AGR Tvl, AGR G-3 (whichever applies)
2. Your phone number in the event we need to track you down.
3. The description of the event you are attending.



Continued on next page...

## But Why??



- In the event there is something the Reviewer or Approving Authority needs to verify.
- Or to quickly acknowledge the proper person to approve your travel.
- Help us help you to get your request approved and down the DTS super highway.

## But Really WHYYYYY?

- With every Authorization there is a fiduciary responsibility to fund the travel out of the *correct* account.
- When we are given the information in the Trip Description, the Approving Official can quickly identify which program manager is responsible for the funding.

## But Really WHYYYYY?

- So you see, we don't just make this stuff up.
- There really is a method to our madness.



Ta-Da!



Now your Reviewer or Approving Official take care of this Authorization.

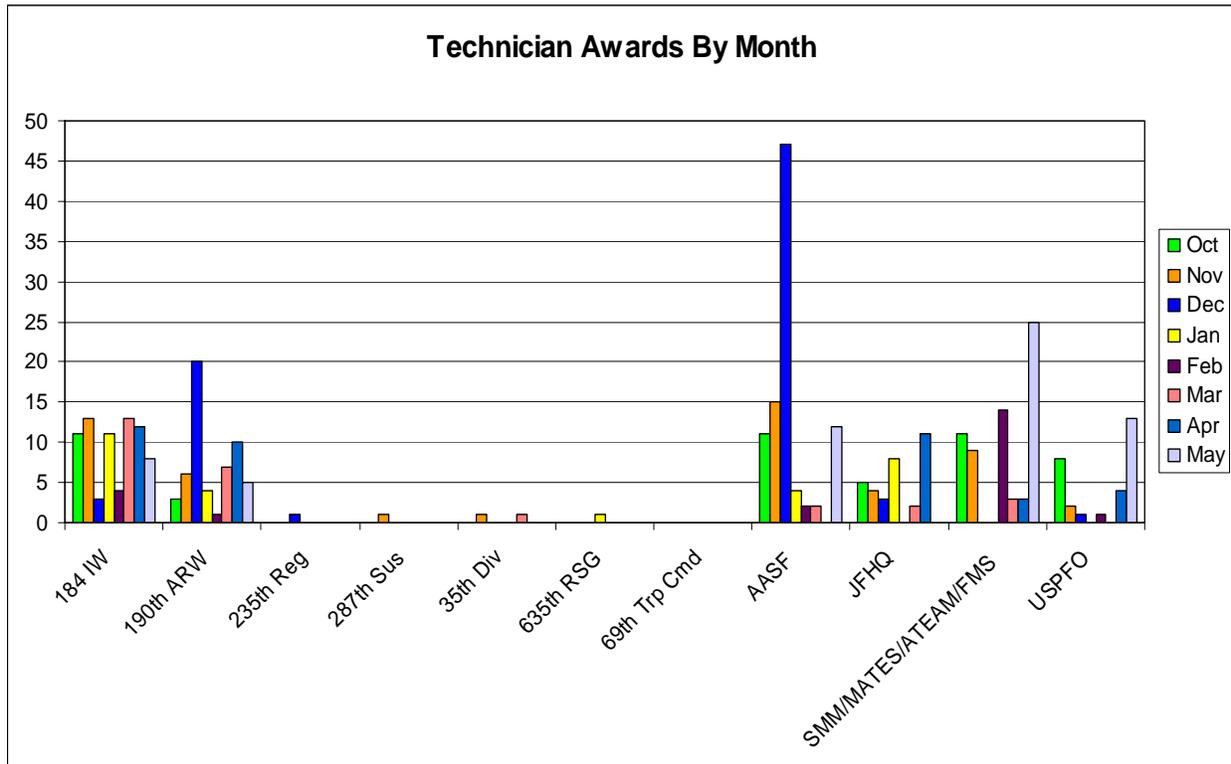
# Technicians

## April and May 2009

MSgt Kathy Thornton

### Technician Awards

The graph below show technician awards processed, i.e. Time-Off, On the Spot, Sustained Superior Performance (SSP), and Quality Step Increase (QSI) for the months of October 2008 through May 2009. The awards supplement was revised in February 2009 and SSP awards will only be reported quarterly starting in April 2009; therefore, there are no SSP's included this month.



### ACCESSIONS

Abel, Trevor K., CSMS  
 Akers, Christopher S., 891 EN BN  
 Bainbridge, Jason A., USPFO  
 Baker, Jimmie L., 35 IN DIV  
 Barnett, Henry L. II., FMS 9  
 Best, Anthony, JFHQ  
 Blow, Chad L., 190 ARW  
 Callahan, Jad T., 184 IW  
 Carroll, Jennifer L., HQ STARC  
 Camblin, Kirk T., 635 RSG  
 Coats, David A., 891 EN BN  
 Cornelius, Benjamin L., MATES  
 Duehring, Jeremy T., 2-137 IN BN  
 Dunn, Nathan A., AASF 1  
 Griffith, Bradley P., AASF 1  
 Harvey, Bret D., 184 IW  
 Henderson, Shane M., CSMS

### ACCESSIONS CONTINUED...

Higgins, Jacob E., MATES  
 Himelrick, Robert D. III., FMS 3  
 Howell, Alicia L., JFHQ  
 Jabara, Joseph M., 184 IW  
 Jackson, Stephen J., 184 IW  
 James, Jeremy L., 184 IW  
 Keodouangkham, Souraphon, 184 IW  
 Kordish, Michael A. Jr., 184 IW  
 Littlejohn, Joshua D., CSMS  
 Lunkwitz, Charles T., JFHQ/DOM  
 Masterson, Jeffrey L., FMS 7  
 McBride, Harold D., 2-137 IN BN  
 Mead, Thomas A., 2-137 IN BN  
 Mick, William S., JFHQ  
 Mickel, Chad T., MATES

**Technicians**  
**April and May 2009**  
MSgt Kathy Thornton

**ACCESSIONS CONTINUED...**

Milnes, Jennifer L., MATES  
Palmer, Sean M., 184 IW  
Pavey, Jamie L., MATES  
Reid, Jesse L., 190 ARW  
Roberson, Michael J., ATEAM  
Salvaraguirre, Edgar, 184 IW  
Schneider, Michael J., 190 ARW  
Taitano-McFaddin, Melkiann, MATES  
Thompson, Paul D., FMS 3  
Traynor, Timothy P., JFHQ/PA  
Veik, Justin P., 184 ARW  
Wehrli, Tanya A., HRO  
Williams, Jason E., 190 ARW  
Willis, Chhorvy R., 184 IW  
Wilson, Robin A., AASF 2  
Zavala, Christopher N., 2-137 IN BN

**PROMOTIONS**

Anguiano, Benjamin P., ATEAM  
Baetz, Jason A., MATES  
Bainbridge, Jason A., USPFO  
Baker, Gerald D., ATEAM  
Bright, Paul G., MATES  
Brun, Darin L., 184 IW  
Calvin, Timothy D., 190 ARW  
Erwin, Michael A., JFHQ/HRO  
Harter, David L., MATES  
Knaak, Christopher C., 184 IW  
Kyllonen, Michael S. Jr., MATES  
Palmer, Joseph J., ATEAM  
Peters, Ryan A., MATES  
Zimmerman, Steven R., 190 ARW

**REASSIGNMENTS**

Campbell, Brent W., MATES  
Clark, Terry E., JFHQ  
Jackson, Eldon D., 190 ARW  
Johnson, Dustin D., MATES  
Scheibe, Kenneth W., MATES  
Stuke, Todd J., MATES

**SEPARATIONS**

Allerheiligen, Ryan W., CSMS  
Blow, Chad L., 190 ARW  
Bolling, Kyle W., 1-161 FA BN  
Brinker, Jesse, 2-130 FA BN  
Conley, Minnetta M., FMS 8  
Dean, Kevin, FMS 9  
Givens, Christopher J., 190 ARW  
Hendrickson, Tanner J., FMS 8  
Lake, Jessy S., 69 TRP CMD  
Mick, Willima S., 190 ARW  
Money, Leslie W., 190 ARW  
Traynor, Timothy P., Public Affairs  
VanCleave, Vernon J., FMS 2  
Willis, Chhorvy R., 184 IW

**Technician Deaths**

MSgt Robin Lewis

Retiree Walter "Marty" M. Carpenter Jr. passed away on 2 June 2009, at the age of 51. Marty worked for 15 years at the 184th IW, McConnell AFB, as an Aircraft Mechanic. He became a non-dual status Technician, as a Tools and Parts Attendant, after retiring in 2007. Our thoughts go out to his wife, Cherie, and his family.

Retiree William R. (Bill, Bob, or Herbie), Hirbour passed away on 16 June 2009, at the age of 66. William served 4 years Active Duty in the Air Force, serving 1 year at Viet Nam. He joined the 190th ARW (Forbes Field), as a technician. After 23 years of service, he retired at age 60. He is survived by his wife Illa. Our thoughts and prayers go out to his wife and remaining family.

# Department of Defense Program for Tuition Assistance

MAJ Jerome Scott Loring  
TA Manager, NGB EDU  
Phone: 703-607-9749

Some of you have inquired about the new Department of Defense Program for Tuition Assistance for spouses who qualify. I encourage you to get the word out to your troops and their families. As you experience success or run into roadblocks, if any, please let me know and I will share those lessons with everyone!

At Your Service,  
Scott

MAJ Jerome Scott Loring  
National Guard Bureau  
Army National Guard Directorate  
TA Manager, Education Oversight Branch (NGB-EDU) Education, Incentives, & Employment Division  
111 South George Mason Drive  
Arlington, VA 22204  
[jerome.loring@us.army.mil](mailto:jerome.loring@us.army.mil)  
Comm. 703-607-9749  
DSN: 327-9749  
Fax: 703-607-7182

## Know Your Load Line

Chaplain Potter

Everyone has a breaking point. No matter who you are or what you do.

In the 1800's, British merchants had difficulty shipping goods across the ocean. Many ships were lost at sea because they were overloaded. Moving goods was a costly enterprise, merchants wanted to get the greatest "bang for their buck" by clearing as much space for cargo as possible. This created a heavy burden on ships when they left the safety of harbor. When ships encountered storms and waves, regardless of their size, they had little to no chance of survival. Within a thirty year period, British shipping casualties had doubled.

A parliament member, Samuel Plimsoll, took up the issue. He suggested drawing a "load line" on the hull of a ship would help to protect those aboard. If merchants would share the load with two ships, there would be greater chances of it reaching shore. Helping to reduce the burden on a vessel would allow it to arrive home. The Plimsoll Line created a safety feature where merchants had to stop loading more onto ship for fear of capsizing.

We all have a load line. A point where the burden is too much for us to carry, just like a ship on the sea. We need to recognize when we are over our limit and risk capsizing. It is also important for us to help lighten the load of others as we see the stress and strain they endure. God give us the ability to bring people to the safety of shore.

CH (CPT) John Potter  
Joint Support Chaplain, JFHQ-KS  
2722 SW Topeka Blvd. Room 103  
Topeka, KS 66611

Office: 785-274-1514  
Cell: 785-220-9480  
Fax: 785-274-1558

AKO: [John.R.Potter@us.army.mil](mailto:John.R.Potter@us.army.mil)



## Attention All Technicians - Employee Assistance Services Available

### Completely Confidential and Absolutely Free

EAP Consultants, Inc is the employee assistance contractor for full-time technicians. Services cover the technician AND their family members and include:

- Clinical services including face-to-face and telephonic assessment, counseling referral, monitoring, and follow-up in private offices for issues from substance abuse and psychiatric disorders, to stress and work-related difficulties, to marital and family problems, gambling, financial problems and eating disorders.
- Work/Life services including legal consultation, financial consultation, childcare referrals, adoption resources, eldercare referrals, pet care services and academic resources.
- On-line programs offering help with the everyday challenges of work and personal life, and
- HELPNET which offers numerous confidential self-assessments and interactive tools, informative videos, expert information, training and access to a wide range of resources on an unlimited basis, 24 hours a day. Management consultations are available to provide supervisory and management information on an unlimited basis.

The EAP website is [www.eapconsultants.com](http://www.eapconsultants.com). To access EAP Consultants web site from a DOD computer you must use their IP address: 174.132.159.152. 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". To call EAP Consultants, Inc. directly, call toll-free 1-800-869-0276.

This service is completely confidential and absolutely free for technicians and their families. 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.

## News you can use...from your EAP

### Summertime Safety Tips

Summer is almost here. With you and your family spending more time outdoors, around pools and water, or in the sun, keep these important safety tips in mind to safeguard you and your family against summer hazards.

#### While hiking or camping:

The American Red Cross recommends:

- Make a hiking checklist and include equipment and supplies you will need. Consider emergency situations.
- Get in good physical condition before strenuous trips.
- Hike with at least one companion. If going to a remote area, a minimum of four is best.
- Stay in designated areas. These are usually mapped out with the public's safety in mind.
- Leave a copy of your itinerary with a responsible person. Include car information, equipment you're bringing, weather anticipated and when you plan to return.

#### Water and pool safety:

The National Safety Council recommends:

- Never jump or dive into a body of water until you know the depth or of any obstacles or dangers that might be beneath the surface.
- Never drink alcohol while boating or engaging in any other water sport.
- Do not let your child play around any water (lake, pool, ocean, etc.) without adult supervision (even if your child is a good swimmer).

## EAP Continued...

- Warn your children about playing in canals or any other fast moving water.
- Do not consider your child "drown proof" because they had swimming lessons; young children should always be watched carefully while swimming.
- Never swim alone and only swim where it's designated safe to do so.

### Sun protection:

The American Cancer Society recommends:

- Always wear sun block and keep your skin and head covered as much as is comfortable. Never stay out in the sun for too long. This can help prevent against sun or heat stroke, as well as a safety precaution to avoid skin cancer.
- For children, apply an ultraviolet sun block with a Sun Protection Factor (SPF) of 15 or more whenever your child is exposed to the sun. SPF 15 means that you are protected from a reaction to the sun's rays 15 times longer than without the sunscreen. Read the label and know when to reapply.
- Keep your children out of the sun between 10 a.m. and 3 p.m., when the sun's ultraviolet rays are the strongest.

### Your EAP is here to help

Remember, your EAP is available to help you or your dependents with any personal, family or work-related concern. If you or a family member needs help, why not call your EAP today?

To obtain no cost counseling or other EAP services, please call 800-869-0276 or securely request services from the Member Access section of the EAP website: [www.eapconsultants.com](http://www.eapconsultants.com)

## Technician Retirements

MSgt Robin Lewis

### Army

Best of luck to Gregory G. Crumbley, who is retiring on 20 June 2009, after many years of service as a Surface Maintenance Mechanic at MATES (Ft. Riley). Your years of hard work has been appreciated!

Congratulations to Timothy L. Roloff, who is retiring after over 30 years of dedicated service as a Surface Maintenance Mechanic at FMS 2 (Iola), effective 1 July 2009. We wish Tim and his wife, Carol, many years of retirement happiness.

### Air

Congratulations to David G. Wilson, who is retiring on 2 June 2009, after over 31 years of service as a Supervisor IT Specialist at the 184th IW (McConnell AFB). Thank you for your hard work and best wishes in your retirement.

Best wishes to William R. Bradford Jr. who is retiring after over 23 years of service as an IT Specialist at the 184th IW (McConnell AFB), effective 13 July 2009. Congratulations to William and his wife, Tracie.

## TSP Changes

Ms. Bobbi Harvey

June 22, 2009 – President Obama signed H.R. 1256, the Family Smoking Prevention and Tobacco Control Act, into law. The Act provides a number of changes to the Thrift Savings Plan (TSP). In particular, this law eliminates the waiting period for employees covered under the Federal Employees' Retirement System (FERS) (and equivalent Federal retirement systems) to receive Agency Automatic (1%) and Agency Matching Contributions.

All FERS employees who are newly hired or rehired after the Act has been signed; and FERS employees who are currently employed and employees hired on or after December 1, 2008. Both groups will immediately be eligible for the Agency Automatic (1%) Contributions and if you are contributing to TSP you will be eligible for the associated Agency Matching Contributions.

The Act does not create a retroactive entitlement. An employee in a waiting status is only eligible for agency contributions after the date H.R. 1256 is signed into law. The employee is not eligible for any agency contributions before the date H.R. 1256 is signed into law. For those employees who are currently in the waiting period to be eligible for agency contributions DFAS has until the first full pay period of August 2009 to start submitting agency contributions. Noncontributing participants would receive the Agency Automatic (1%) Contributions, while contributing participants would receive the Agency Automatic (1%) and Agency Matching Contributions.

### Other Provisions of the Act

The additional provisions of the Act, including automatic enrollment in the TSP and the TSP Roth 401 (k) feature, do not have implementation dates. Thrift Savings will begin working with the agency and DFAS on these two provisions once the immediate agency contributions project has been accomplished. Additional information about the other provisions of the Act which do not require agency action (e.g., the implementation of spouse beneficiary accounts) will be provided as they are introduced by the TSP.

## AGR News

1LT Kendrea Shingleton

### Active Service Management Board (ASMB):

1LT Kendrea Shingleton

An ASB will be conducted this August to consider AGR's for involuntary retirement. All soldiers with more than 18 years of Active Service as of 31 December 2008 will be considered. All soldiers that will be considered have been notified.

Soldiers with an approved retirement will not be considered by this board. Please return all required documents prior to suspense!

### TRIWEST Online Referral/Authorization Submission Now Available:

Registered provider now has the ability to submit referrals/authorization online. This is the preferred way to submit a referral/authorization request to TriWest. Your provider can register by logging into [www.triwest.com](http://www.triwest.com) and selecting the option "provider." There is a short online tutorial.

### DTS:

Approval must be made BEFORE you travel. Please anticipate your travel. Please remember to fill out a Constructive Travel Worksheet when you are driving out of State or traveling a distance greater than 120 miles.

Anytime you make changes to your authorization request you MUST re-sign your DTS request.

## Child Care Fee Assistance for ARNG Members

Three Army Child Care Subsidy Benefit Program was created to assist Army Personnel with child care costs by providing payments directly to federal child care centers located throughout the United States. The program benefit is open to U.S. Army Active Duty Soldiers, activated U.S. Army Reserve, activated Army/Air National Guard Soldiers and Army/Air DoD Civilians.

Active duty Army personnel will be able to use Federal Child Care centers and be charged the same rate they would be charged if they were receiving care on a military base. The provider will charge the regular Federal Rate and the difference between the Army fee and the Federal fee will be reimbursed directly to the child care provider.

All questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at 816-823-4578 or via email: [army.childcare@gsa.gov](mailto:army.childcare@gsa.gov). Child care enrollment policies should be addressed to the child care center.

The current authorized provider for Topeka, KS:

Topeka Day Care's VA Early Learning Center  
VAMC  
2200 SW Gage Blvd, Bldg. 61  
Topeka, KS 66622  
Licensed Capacity: 52  
Director: Kathy Levine  
Ph: (785) 272-5051

Please visit the GSA website for more information:

[http://159.142.162.71/Portal/gsa/ep/contentView.do?P=BDL&contentId=10887&contentType=GSA\\_BASIC](http://159.142.162.71/Portal/gsa/ep/contentView.do?P=BDL&contentId=10887&contentType=GSA_BASIC)

## Terminal/Transitional Leave

If you are retiring/separating from the AGR Program, the HRO/AGR Branch needs your DA 31's sent immediately.

## New DA31's Process

We are implementing a new Automated Leave Process!! All Army AGR Soldiers will request leave online. This system will allow us to electronically process your request and better monitor leave balances.

Stay tuned for more information.

**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           | x1181 | Rm 142 |
| LTC Mike Erwin    | Deputy HRO Officer               | x1167 | Rm 141 |
| SMSgt Keith Guffy | State Labor Relations Specialist | x1162 | Rm 140 |

**MANPOWER DIVISION**

|                      |                             |       |        |
|----------------------|-----------------------------|-------|--------|
| Capt Tanya Wehrli    | Chief, Manpower             | x1982 | Rm 138 |
| CMSgt Lynn McConnell | Personnel Systems Manager   | x1165 | Rm 136 |
| SPC Jason Collier    | Personnel Systems Assistant | x1163 | Rm 136 |
| MSgt Leslie Perez    | Classification Specialist   | x1161 | Rm 136 |
| SSgt Tracy Hansen    | Classification Specialist   | x1510 | Rm 136 |
| MSG Lyle Babcock     | Management Analyst          | x1941 | Rm 135 |

**EMPLOYEE SERVICES DIVISION**

|                      |                                 |       |        |
|----------------------|---------------------------------|-------|--------|
| Capt Julie Burns     | Chief, Employee Services        | x1170 | Rm 137 |
| Bobbi Harvey         | Employee Relations Specialist   | x1172 | Rm 136 |
| MSgt Robin Lewis     | Human Resource Specialist       | x1206 | Rm 136 |
| MSgt Kathy Thornton  | Human Resource Assistant        | x1187 | Rm 136 |
| MSgt Terry Spangler  | Staffing Specialist             | x1160 | Rm 136 |
| SGT Jennifer Walters | Staffing Specialist             | x1184 | Rm 136 |
| TSgt Orlando Saucedo | Staffing Specialist             | x1053 | Rm 136 |
| Dottie Clark         | Employee Development Specialist | x1185 | Rm 136 |
| Michele Wright       | Human Resource Assistant        | x1180 | Rm 136 |

**AGR BRANCH**

|                        |                         |       |        |
|------------------------|-------------------------|-------|--------|
| 1LT Kendrea Shingleton | AGR Manager             | x1182 | Rm 136 |
| SFC Katie Carnahan     | AGR Staffing Specialist | x1186 | Rm 136 |
| SFC Chris Kuti         | AGR Pay Specialist      | x1636 | Rm 136 |
| TSgt Doug Roudybush    | Tricare Specialist      | x1164 | Rm 136 |

**EEO/EO DIVISION**

|                   |                   |       |        |
|-------------------|-------------------|-------|--------|
| Maj Shelly Bausch | EEO/EO Manager    | x1166 | Rm 143 |
| Vacant            | EEO/EO Specialist | x1168 | Rm 143 |

**FAMILY PROGRAMS**

|                      |                                     |       |        |
|----------------------|-------------------------------------|-------|--------|
| MAJ Robert Stinson   | Chief, Workforce Support            | x1183 | Rm 105 |
| Vacant               | Family Programs Specialist          | x1171 | Rm 101 |
| SPC Taneshia Horton  | Family Programs Assistant           | x1173 | Rm 102 |
| PFC Stephanie Hodges | Family Programs Assistant           | x1512 | Rm 102 |
| SGT Maxie Joye       | Tricare (non-AGR Military)          | x1517 | Rm 102 |
| Larry Levindofske    | Yellow Ribbon Support Specialist    | x1129 | Rm 104 |
| Christina Jordan     | Director of Psychological Health    | x1129 | Rm 104 |
| 2Lt Elisha Smith     | Sexual Assault Response Coordinator | x1168 | Rm 102 |

**TRANSITION BENEFITS**

|           |                               |       |        |
|-----------|-------------------------------|-------|--------|
| DC Hannah | Transition Assistance Advisor | x1129 | Rm 104 |
|-----------|-------------------------------|-------|--------|

**ESGR**

|               |               |       |        |
|---------------|---------------|-------|--------|
| Chuck Bredahl | ESGR Director | x1559 | Rm 104 |
|---------------|---------------|-------|--------|

Reach us on the web at: <https://www.ks.ng.mil/jfhq/hro>

