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March—April 2009

Medical Care for On-The-Job-Injuries (for Topeka, KS Area)

Submitted by MSgt Robin Lewis, HRO Specialist

As a federal employee you are allowed to receive treatment at any medical facility you choose. However, to help minimize paperwork and unnecessary headaches, we currently recommend the below location, where a member can receive medical care that is already enrolled with ACS and have experience with OWCP claims:

Stormont-Vail WorkCare
1504 SW 8th Ave.
Topeka, KS 66604
(785) 270-8605

Technician Retirements

Submitted by MSgt Robin Lewis, HRO Specialist

Army Retirements

Best wishes to Stephen J. Chrisman who retired after 24 years of service as a Flight Engineer Instructor at AASF #2 in Salina, KS, effective 31 Dec. 2008. Congratulations to Stephen and his wife, Patricia.

Congratulations to Ronnie R. McWhirt who is retiring after over 32 years of dedicated service as a Surface Maintenance Mechanic at FMS 11 in Salina, KS effective 28 Feb. 2009. Your many years of hard work has been appreciated!

Best of luck to Daniel L. Spellman who is retiring on 28 Feb. 2009 after over 32 years of service as an Electronics Mechanic Supervisor at MATES in Ft. Riley. We wish Daniel and his wife Bonnie many years of retirement happiness.

Congratulations to Robert J. Anno who is retiring on 28 Feb. 2009 after over 37 years of service as an Aircraft Mechanic Supervisor at AASF#1 at Forbes Field. Thank you for your hard work and best wishes in your retirement.

Best of luck to Donald E. Moyer who after 21 years of exemplary service as a Motor Vehicle Operator, is retiring. Robert will retire on 31 March 2009, we would like to wish him and his wife, Tammie, nothing but the best.

Non-Dual Status

Best wishes to Karen C. Beem who retired after providing 20 years of secretarial services at AASF#2 in Salina, KS. Karen retired on 31 Dec. 2008 and will be spending her days relaxing with her husband James.

Best wishes go out to Lyneta D. Baxter for over 34 plus years of service as a Financial Manager at USPFO in Topeka, KS, effective 31 March 2009. We wish Lyneta and her husband, Ed all the best on her retirement.

Employee Traumatic Injury Checklist

Submitted by MSgt Robin Lewis, HRO Human Resource Specialist

1. **Notify your supervisor immediately so he/she can complete the on-line form CA-1 as soon as possible, but not later than 30 days from the injury. If you are unable to, someone may do it for you, on your behalf. Your supervisor should give you a receipt as evidence of your timely filing.**
2. **If the injury is reported within 4 hours, your supervisor should provide you with a CA-16 (Authorization for Examination and/or Treatment) to give the treating physician. If the report is over 4 hours from the occurrence of the injury, a CA-20 will be issued.**
3. **Instruct the medical facility that all forms, medical bills, etc., must be handled through ACS bill processing using the following information:**
 - A. <http://owcp.dol.acs-inc.com> (accounts can be set up at this site).
 - B. Once the provider account has been established, the providers can then use the following phone numbers:
(850) 558-1818
(866) 335-8319 (automated)
4. **If the hospital or doctor's office contacts you for payment of bills after they have submitted them to the above, contact Robin Lewis for assistance by calling (785) 274-1206 or DSN 720-8206, or email robin.lewis3@us.army.mil**
5. **Supervisors, please use the attached OWCP Checklist: (on Page 3 of this bulletin).**

Also, please remember the light duty memorandum-see attachment below-that needs to be given to the treating physician so they understand the Kansas National Guard Policy that Federal employees need to be kept in a working capacity, if at all possible, following an injury.

6. **Light Duty Memo: (on Page 4 of this bulletin)**



LES and Earning Statements

Submitted by Bobbi Harvey, Human Resource Specialist

It is every employee's responsibilities to review their LES for accuracy. Please review your LES every pay period and report any discrepancies to the Human Resource Office. To view your LES go to: www.mypay.gov



Supervisor's OWCP Checklist

1 Oct 08

1.	Report Injury Immediately – Must submit CA-1 to get OWCP Claim Number
	<ul style="list-style-type: none"> • Electronically submit CA-1, Traumatic Injury or CA-2, Occupational Disease Website: http://www.cpms.osd.mil/icuc/EDI.aspx (EDI - Supervisor Link) • For Recurrence Claims (spontaneous return) submit CA-2a manually to ICPA
2.	Notify Safety -
	<ul style="list-style-type: none"> • Air National Guard – Submit local safety forms to their Safety Office • Army National Guard – Submit DA Form 285-AB-R to State Safety Office
3.	Medical Documentation – Must be signed by physician
	<ul style="list-style-type: none"> • CA-16, Authorization for Examination & Treatment within 48 hours of injury (issue only one CA-16 per injury) • CA-20, Attending Physician's Report (each time medical treatment received) • CA-17, Duty Status Report (Must submit after each treatment) – Send with Position Description • Injured employee must notify physician that Agency offers light duty
4.	Continuation of Pay (COP) – Must be supported by medical documentation
	<ul style="list-style-type: none"> • <u>45 calendar days</u> entitlement <u>following date of traumatic injury</u> • Time card code for COP: "LU" for date of injury & "LT" 45 days after injury • Four digit code for time card is month & day of injury • If claim is denied, change COP to LS, LA, or LWOP
5.	Medical Authorization – Must be supported by medical justification
	<p>Physician requests authorization: phone (866)335-8319 or (850)558-1818 or fax (800)215-4901 or Website: http://owcp.dol.acs-inc.com</p> <ul style="list-style-type: none"> • Medical Provider must have <u>ACS Provider Number</u> to receive authorization • Physician must state ICD-9, (diagnosis code) & CPT (procedure code), and OWCP Claim Number (Codes must match accepted condition)
6.	Compensation after 45 days – Must be supported by medical documentation
	<ul style="list-style-type: none"> • Must be in Leave Without Pay (LWOP) Status • Time card code for LWOP: "KD" • CA-7, Claim for Compensation (Submit every two weeks) • SF1199A, Direct Deposit Sign-up • After 80 hours of LWOP, submit SF52 to HRO requesting LWOP status • Pay rate is three-fourths with dependents and two-thirds without dependents
7.	Medical Bills -
	<p>Web site: http://owcp.dol.acs-inc.com</p> <ul style="list-style-type: none"> • Medical Provider must have <u>ACS Provider Number</u> to receive payment • Bills submitted manually –Medical Providers (excluding Pharmacy) must bill with their ACS OWCP provider number in box 33 of OWCP-1500 or box 51 of OWCP-04. If the number is not on the form medical bill will be returned • Mailing address: Dept of Labor, P.O. Box 8300, London, KY 40742-8300 • ACS Customer Service (850) 558-1818
8.	Reimbursement –
	<ul style="list-style-type: none"> • OWCP-915, Medical, submit with required documentation • OWCP-957, Travel, submit with required documentation • Send completed forms, with required documentation, to the Dept of Labor, P.O. Box 8300, London, KY 40742-8300,
9.	Agency Point of Contact – Injury Compensation Program Administrator (ICPA)
	MSgt Robin Lewis, ICPA–DSN 720-8206, CML (785)274-1206, JFHQ-HRO, Kansas National Guard, 2800 SW Topeka Blvd., Topeka, KS 66611-1287



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

1 October 2008

MEMORANDUM FOR LOCAL HEALTH CARE PROVIDERS

FROM: JFHQ-HRO

SUBJECT: Light Duty Availability

Thank you for providing medical care to one of our valued Kansas National Guard members. This letter is intended to share with you available options for our injured employees.

The Kansas National Guard is required by law to keep employees who are injured on-the-job in a work status, if at all possible. Limited duty work will be provided for this employee, **WITHIN THE RESTRICTIONS DESCRIBED BY YOU**, unless the employee is completely disabled and requires hospitalization or complete bed rest.

We have a strong commitment to providing light duty work opportunities within the restrictions placed on employees by their physicians. Since we can offer positions that include sedentary work, we feel it is important that you, the physician, are aware of these options. It is our position that all parties involved, including the employee, are best served by our efforts to keep workers on the job by modifying their duties consistent with their restrictions. The employee's treating physician will provide written documentation to support light duty. **A physician is defined as a surgeon, podiatrist, dentist, clinical psychologist, optometrist, osteopathic practitioners, and chiropractor within the scope as defined by state law. The term "physician" doesn't include physician assistants or nurse practitioners.**

If you have any concerns please feel free to contact, MSgt Robin Lewis, our Injury Compensation Specialist @ 785-274-1206. If you should so desire, a tour of our facilities can be arranged to provide you an overall view of the types of work and equipment used in the Kansas National Guard.

FOR THE ADJUTANT GENERAL:

KATHRYN L. HULSE, Col, KSANG
Human Resources Officer



Technician Promotions, Reassignments, Accessions, Separations

Submitted by MSgt Kathy Thornton, HRO Assistant

Promotions

Andrew, John K. II, CMD ADMIN OFC
Carl, John R. II, CSMS 1
Fox, Barry D., 184 IW
Gabbard, Jayme L., 184 IW
George, Mark L., FMS 4
Gray, John M., 184 IW
Hansen, Bradley E., 184 IW
Jacobs, Travis L., ATEAM
Newman, Robert E., CSMS 1
Robertson, Tye G., CSMS 1
Rogers, Derek P., 190 ARW
Schmidtberger, Michael A., FMS 1
Sheibe, Kenneth W., 184 IW
Sloan, Mark R., 184 IW
Strecker, Neil M., MATES 1
Torres, Jose A., CSMS 1
Tremblay, Ashley N., 190 ARW
Vandruff, Dale E., MATES 1
Walker, Robert A., 184 IW
Weishaar, David A., 184 IW
Windsor, Todd A., 184 IW

Reassignments

Bosie, Gordon R., 184 IW
Diggs, Seth R., MATES 1
Erwin, Tuesday C., Recruit & Retention
Fox, Sheryl L., MILPO SIDPERS
Leivan, Lenard C., DCSOPS
Wallace, Michael L., CMD ADM OFC
Wheeler, David J., JFHQ
Whitlock, Stacy A., 190 ARW

Accessions

Blockburger, Christopher A., FMS 7
Blow, Chad L., 190 ARW
Boatman, Alan B., MATES #1
Brooks, Jack V., 190 ARW
Brown, Charles N., DCSOPS
Clark, Steven W., 184 IW
Fix, Ruth A., FMS 2
Givins, Christopher J., 190 ARW
Gordon, Christopher S., HRO
Hester, Francis G. Jr., DCSOPS
Kearney, David L., AASF 1
Kidd, Clayton V., MATES
Maxwell, Kenneth R., 2-130 BN FA
McCosh, James W., JFHQ
Montes, Sonja, 69 TRP CMD
Morrissey, John M., CSMS 1
O'Neil, Timothy E., USPFO
Ott, Ray A., CMD ADMIN OFC
Peak, Stephen R., DCSOPS
Pearson, Angela D., 2nd BN 235 REG
Potter, Ingrid E., FMS 3
Ross, Charles M., 635 RSG

Accessions Continued...

Shaffer, Michael W., 1-161 FA BN
Thompson, Matthew D., USPFO
Tolbert, Marcus P., FMS 7
Vilcot, David C., MATES 1
Waters, Paul A., 69 TRP CMD
Wessel, Angela L., 190 ARW

Separations

Beem, Karen C., AASF 2
Brooks, Jack V., 190 ARW
Bruening, Austin J., CSMS 1
Caudill, Bradford W., MATES 1
Childers, David E., 891sr ENGR BN
Chrisman, Stephen J., AASF 2
Conover, John C., 69 TRP CMD
Easley, Taylor E., FMS 9
Ferguson, Alicia D., 69 TRP CMD
Griffith, Melissa C., FMS 2
Hartter, Jared A., 190 ARW
Hester, Francis G. Jr., 69 TRP CMD
Hrenchir, Patrick R., 35 IN DIV
Jahay, Scott E., AASF 2
Jones, Linnea L., JFHQ
Lamb, Gordon J., ATEAM
Lewis, Lonyse A., 190 ARW
Mather, Daniel G., MATES 1
Morrison, Wayne, R., JFHQ
Ogle, Michael A., USPFO
Ott, Michael T., CSMS 1
Peak, Stephen R., DCSOPS
Powers, Justin C., 1-108 AV BN
Rende, Micki S., 190 ARW
Skelton, Charles J., USPFO
Swisher, Michael W., 1-635 AR BN
Thompson, Bert J., ATEAM
Wegner, Frances L., 190 ARW
Wieland, Andrew R., 1-161 FA BN
Wright, Daniel R., ATEAM

AGR Retirements, Enlisted Board and Officer Board

Submitted by 1LT Kendrea Shingleton, AGR Manager



AGR Retirements

Per AR 635-200, Chapter 12, Para 12-12, all applications for voluntary retirement upon completion of 20 years active service, will be submitted a minimum of 9 months before the retirement date. Due to the number of retirement briefings, REFRAD and/or VA physical and other possible medical evaluations, this office recommends that all requests for retirement be submitted to us NLT 12 months from the desired retirement date. This enables the Soldier to complete all the requirements prior to starting Permissive and Terminal Leave. Please contact the AGR Branch for further guidance if you are in this window.



AGR Enlisted Board

All AGR Enlisted Soldiers with over 18 years of Active Service are subject to appear before an Active Service Management Board (ASMB). AGR enlisted soldiers can be separated from the AGR Program by an ASMB prior to reaching their respective retention control point. The Adjutant General will determine if the State will hold an Enlisted ASMB instructions. Affected soldiers will be notified at least 90 days prior to the board being conducted. Soldiers are encouraged to maintain a high level of readiness and performance in order to increase their potential for continued service in the AGR Program.

AGR Officer Board

All AGR Officers with over 18 years of Active Service are subject to appear before an Active Service Management Board (ASMB). AGR Officers can be separated from the AGR Program by an ASMB prior to reaching their MRD. The Adjutant General will determine if the state will hold an Officer ASMB after the National Guard Bureau releases the 2009 Officer ASMB instructions. Affected soldiers will be notified at least 90 days prior to board being conducted. Soldiers are encouraged to maintain a high level of readiness and performance in order to increase their potential for continued service in the AGR Program.



**NATIONAL AFRICAN AMERICAN HISTORY MONTH
(FEBRUARY 2009)**

Submitted by Maj Shelly Bausch, EEO/EO Manager

**BY THE PRESIDENT OF THE UNITED STATES OF AMERICA
A PROCLAMATION**

The history of African Americans is unique and rich, and one that has helped to define what it means to be an American. Arriving on ships on the shores of North America more than 300 years ago, recognized more as possessions than people, African Americans have come to know the freedoms fought for in establishing the United States and gained through the use of our founding principles, freedom of the press, the right to assembly, and due process of the law. The ideals of the Founders became more real and more true for every citizen as African Americans pressed us to realize our full potential as a nation to uphold those ideals for all who enter into our borders and embrace the notion that we are all endowed with certain unalienable rights.

Since Carter G. Woodson first sought to illuminate the African American experience, each February we pause to reflect on the contributions of this community to our national identity. The history is one of struggle for the recognition of each person's humanity as well as an influence on the broader American culture. African Americans designed our beautiful Capital City, gave us the melodic rhythms of New Orleans Jazz, issued new discoveries in science discoveries in science and medicine and forced us to examine ourselves in the pages of classic literature. This legacy has only added luster to the brand of the United States, which has drawn immigrants to our shores for centuries.

This year's theme, "The Quest for Black Citizenship in the Americas," is a chance to examine the evolution of our country and how African Americans helped draw us ever closer to becoming a more perfect union.

The narrative of the African American pursuit of full citizenship with all of the rights and privileges afforded others in this country is also the story of a maturing young nation. The voices and examples of the African American people worked collectively to remove the boulders of systemic racism and discrimination that pervaded our laws and our public consciousness for decades. Through the work of Frederick Douglas and Harriet Tubman, Booker T. Washington and George Washington Carver, Martin Luther King and Thurgood Marshall, the African American community has steadily made progress toward the dreams within its grasp and the promise of our nation. Meanwhile, the belief that those dreams might one day be realized by all of our citizens gave African American men and women the same sense of duty and love of country that led them to shed blood in every war we have ever fought, to invest hard-earned resources in their communities with the hope of self empowerment, and to pass the ideals of this great land down to their children and grandchildren.

As we mark National African American History Month, we should take note of this special moment in our nation's history and the actors who worked so diligently to deliver us to this place. One such organization is the National Association for the Advancement of Colored People-the NAACP-which this year will witness 100 years of service to the nation on February 12. Because of their work, including the contributions of those luminaries on the front lines and great advocates behind the scenes, we as a nation were able to take the dramatic steps we have in recent history.

NOW, THEREFORE, I, BARACK OBAMA, President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim February 2009 as National African American History Month. I call upon public officials, educators, librarians, and all the people of the United States to observe this month with appropriate ceremonies, activities, and programs that raise awareness and appreciation of African American history.

IN WITNESS WHEREOF, I have hereunto set my hand this second day of February, in the year of our Lord two thousand nine, and of the Independence of the United States of America the two hundred and thirty-third.

BARACK OBAMA

History of National Women's History Month-March 2009

Submitted by Maj Shelly Bausch, EEO/EO Manager

The Beginning

As recently as the 1970's, women's history was virtually an unknown topic in the K-12 curriculum or in general public consciousness. To address this situation, the Education Task Force of the Sonoma County (California) Commission on the Status of Women initiated a "Women's History Week" celebration for 1978. We chose the week of March 8 to make International Women's Day the focal point of the observance. The activities that were held met with enthusiastic response, and within a few years dozens of schools planned special programs for Women's History Week, over one-hundred community women participated in the Community Resource Women Project, an annual "Real Woman" Essay Contest drew hundreds of entries, and we were staging a marvelous annual parade and program in downtown Santa Rosa, California.

Local Celebrations

In 1979, a member of our groups was invited to participate in Women's History Institutes at Sarah Lawrence College, attended by the national leaders of organizations for women and girls. When they learned about our county-wide Women's History Week celebration, they decided to initiate similar celebrations within their own organizations and school districts. They also agreed to support our efforts to secure a Congressional Resolution declaring a "National Women's History Week." Together we succeed! In 1981, Sen. Orrin Hatch (R-UT) and Rep. Barbara Mikulski (D-MD) co-sponsored the first Joint Congressional Resolution.

Overwhelming Response

As word spread rapidly across the nation, state departments of education encouraged celebrations of National Women's History Week as an effective means to achieving equity goals within classrooms. Maryland, Pennsylvania, New York, Oregon, Alaska, and other states developed and distributed curriculum materials all of their public schools. Organizations sponsored essay contests and other special programs in Women's History Week, supported and encouraged by resolutions from the governors, city counsel, school boards, and the U.S. Congress.

The Entire Month of March

In 1987, the National Women's History Project petitioned Congress to expand the national celebration to the entire month of March. Since then, the National Women's History Month Resolution has been approved with bipartisan support in both the House and Senate. Each year, programs and activities in schools, workplaces, and communities have become more extensive as information and program ideas have been developed and shared.

Growing Interest in Women's History

The popularity of women's history celebrations has sparked a new interest in uncovering women's forgotten heritage. A President's Commission on the Celebration of Women in History in America recently sponsored hearings in many sections of the country. It took reports about effective activities and institutions that are promoting women's history awareness and heard recommendations for programs still needed. The Women's Progress Commission will soon begin hearings to ascertain appropriate methods for identifying and then preserving sites of importance to American women's history. In many areas, state historical societies, women's organizations, and groups such as the Girl Scout of the USA have worked together to develop joint programs. Under the guidance of the National Women's History Project, educators, workplace program planners, parents and community organizations in thousands of American communities have turned National Women's History Month into a major focal celebration, and a springboard for celebrating women's history all year round



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	Rm 142
Lt Col Steve Rexer	Deputy HRO Officer	x1167	Rm 141
SMSgt Keith Guffy	State Labor Relations Specialist	x1162	Rm 140

MANPOWER DIVISION

LTC Mike Erwin	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 Administrator	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
Tonya Vansickle	Family Programs Director	x1171	Rm 101
Stephanie Hodges	Family Programs Assistant	x1512	Rm 102
SGT Maxie Joye	Tricare (non-AGR Military)	x1517	Rm 102
Larry Levindofske	Yellow Ribbon Support Specialist	x1229	Rm 104
Christina Jordan	Director of Psychological Health	no ext.	Rm 104
2Lt Ellisha Smith	Sexual Assault Response Coordinator	x	Rm

TRANSITION BENEFITS

DC Hannah	Transition Assistance Advisor	x1129	Rm 104
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ESGR

Chuck Bredahl	ESGR Director	x1559	Rm 104
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Reach us on the web at: <https://www.ks.ng.mil>

