

December 2010



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Human Resource Newsletter

From the Director's Desk

Happy Holidays from the Human Resource Staff!

The Holiday season is a time to reflect upon accomplishments, challenges, experiences of the year and reasons to be thankful.

Looking back on the year 2010, the Human Resource Office is very thankful and honored to serve our full-time workforce.

Our full-time workforce is one of resiliency, efficiency and perseverance. In a time when we must do more with less in the midst of budget cuts and deployments, the Michigan National Guard full-time workforce continuously meets the challenges and de-

mands facing our state and nation.

The purpose of the full-time workforce is to provide day-to-day continuity of operations and training for the entire state's National Guard forces. Full-time employees take on this responsibility when accepting their employment and make our forces better by contributing daily to the mission as well as their full-time communities.

As we prepare for 2011 and the challenges ahead, please remember and be proud of all that we have done as a full-time workforce in 2010.

The Human Resource Office family thanks you for your dedicated service this and every year and wishes you and your family a very safe and Happy Holiday season.

Regards,

Col Rodney Williams, HRO/J1



Hail and Farewell

The Human Resource would like to congratulate CMSgt Carrie Mason on her retirement from the Michigan Air National Guard. Chief Mason's military career with the Michigan National Guard spanned over a 20 year period ending with her last assignment as the Human Resource Specialist (Information Systems) working in the HRO. Chief Mason's HR expertise and dedication to duty will be greatly missed.

We would also like to welcome MSgt Allen Hight to the HRO

Team. MSgt Hight was recently assigned to the Human Resource Office as an Equal Employment Opportunity (EEO) Specialist, and comes to us from the 127th Wing Force Support Squadron.

Mr. Robert Bland, formerly of the Human Resource Employee Relations Section, has recently reassigned to the HRO Employee Development Section as a Human Resources Assistant. The Human Resource Development section welcomes Rob and his HR expertise to the team.

Congratulations to Major Misty Hitchcock and Captain Bill Archer for their recent selections as HRO Branch Chiefs. Major Hitchcock was selected as the Staffing and Classification Branch Chief and Captain Archer was selected as the Employee Relations and Information Systems Branch Chief.



Happy Hanukkah



1-9 December 2010

Hanukkah, which means “dedication” in Hebrew, begins on the 25th of Kislev on the Hebrew calendar and usually falls in November or December. Often called the Festival of Lights, the holiday is celebrated with the lighting of the Menorah, traditional foods, games and gifts.

Changes in Technician Conduct Management

The release of the new TPR 752, Discipline and Adverse Actions, brings changes to Technician Conduct Management Program.

What Changed?

A New Category! In addition to Disciplinary and Adverse Actions, there are now Non-Disciplinary Actions—a new provision of the program. The new category includes Verbal Counseling and Written Admonitions.

Verbal Counseling—Used to address and correct negative behavior or conduct issues considered minor infractions. Counseling is an informal conversation between the supervisor and the employee and may NOT be

documented on the employee’s NGB Form 904-1 in the Supervisor’s Folder—counseling is verbal only.



Written Admonition—Used after attempts to correct behavior through counseling have not been successful, or for more serious behavior/conduct that may be a first offense. Written Admonitions are documented in the NGB 904-1 with a written description of the event and conversation be-

tween the supervisor and employee surrounding the event. The employee may also write a reply to the supervisor’s comments in the NGB 904-1. All written admonitions will be given an expiration date, IAW guidelines in TPR 752, and as such, will be documented in pencil.

Discipline and Adverse Actions—Supervisors considering pursuing discipline or adverse action must first contact the State Human Resource Office (HRO) Labor Relations Specialist (LRS) BEFORE taking action. The LRS will assist the supervisor with required documentation and completion and approval of all documents before issuance to the employee. Contact the State LRS for assistance at 517-481-7704.

Technician Training and Travel

Technician training and travel is alive and well! Although we are still operating under a Continuing Resolution Authority (CRA), requests for technician training and travel are being submitted and approved. Due to the CRA, only mission essential training and travel should be requested with cost savings in mind.

What is mission essential? Training or travel that is required for successful performance or mission accomplish-

ment. Mission essential training and travel is considered as such if performance or mission requirements would suffer or result in severe degradation in its absence. How can I affect cost savings? The first step is evaluating your individual training needs, as well as those of a directorate. If there is a conference or workshop that applies to full-time employees in a particular area, can you send 1 or 2 employees to obtain the information and bring back to the group as a whole in lieu of sending the entire staff? Also, if

there is a mandatory class or certification required for several individuals in one directorate, the HRO can research bringing in the training to save money and time. The Human Resource Development (HRD) staff would be happy to coordinate any mass training events for full-time employees. Where can I go for assistance in setting up mass training events? Contact the HRD staff at 517-481-7689/7693/7697/7698 and they will assist in coordinating mass training events.

Merry Christmas



25 December

*Christians
celebrate
Christmas Day as
the anniversary of
the birth of Jesus
of Nazareth, a
spiritual leader
whose teachings
form the basis of
their religion.
Popular customs
include
exchanging gifts,
decorating,
attending church,
sharing meals with
family and
friends, and
waiting for Santa
Claus to arrive.*

Defense Travel System (DTS) Tips

Defense Travel System (DTS) is the travel program for AGR and Technician travel. We've been using DTS for over a year and although it's not a perfect system, it's mandated and we must learn to work with it and understand the quirks. The following are some examples of quirks frequently encountered with explanations to assist you:

Example one: you've loaded your DTS two months ahead of time and it doesn't get approved until the week before you travel. This is because DTS obligates the funds in the pay system immediately. We (HRO) may not have the allotment given to us from USPFO yet. It's kind of like knowing what your paycheck is going to be, but you can't write the check until you know the deposit is made.

Example two: you don't realize the need to travel until the very last minute and you load your DTS. Despite our best leadership efforts, this happens. The authorizing and approving officials work in DTS as an additional duty to the rest of their workload. If you've loaded your DTS less than two weeks from the start of your travel, you must personally "walk" that DTS through the system with telephone calls to the authorizing official and approving official. As the Authorizing Official, BN's/BDE's work two weeks ahead of the travel date. As the Approving Official, HRO works one week ahead of the travel date. And most often we work on DTS in the order we receive it so, your short-fused request will be at the bottom of the pile and may not get noticed. When you let us know of your last-minute trip we can give it the immediate attention it needs.

Example three: Most airlines are now charging travelers for checked luggage however, military technicians, non-dual status technicians and AGR personnel are exempt from this charge. Therefore you (the government) should never have to pay for checked luggage. When the airlines try to charge you, show them your DTS orders and they should not charge you. However, sometimes they do and in those cases you will be reimbursed.



Example four: I submitted my travel and requested Laundry and other extraneous expenses to be reimbursed and someone removed them from my DTS during the authorization. Yes this is likely going to happen. Just because the JFTR "authorizes" reimbursement for an expense doesn't mean that it is automatically approved for you to incur that expense. Most short term travel should not incur costs of \$3.00 a day for laundry. You should pack enough clothes to make it through your trip without the need to launder. Look at your approved DTS to ensure that all of the expenses you requested were actually approved.

Tips for ensuring your DTS is approved on the first submission: When entering your request for travel in DTS, enter all expenses as if you were filing your voucher

at the beginning. Think of all the necessary expenses ahead of time and build them into the request. Use DTS to select your airline tickets and rental car when authorized. Make sure your hotel is within the limits of Per Diem. Estimate the cost of parking your car at the airport or at the hotel. Think about toll road costs and special bag handling fees as applicable. After your travel, initiate your voucher and adjust those costs to actual amounts, delete the ones you didn't incur, upload your supporting documents and you're done. Remember, the Authorizing and Approving Officials don't dictate your travel. They only review the request to make sure it's legal and authorized. Therefore, you must upload documents substantiating your need to travel and the means by which you'll be traveling. If you're driving your car outside of the state of Michigan, you must include a Constructed Travel Comparison Worksheet (CTW). This is a comparison of costs between flying and driving your POV. The reimbursement will be limited to the cost of the CHEAPEST common carrier.

Please refer to the DTS Business Rules when submitting requests and always submit your requests as soon as possible. We understand that emergency situations may necessitate a last minute request. When traveling at the last minute, or for any last minute DTS requests, notify HRO at the following numbers:

For technician travel call 517-481-7689/7693/7704

For AGR travel call 517-481-7715/7719/7723



“No self-respecting Mother would run out of intimidations on the eve of a major Holiday.”

-Erma

Bombeck

Equal Employment Opportunity (EEO) Principles

GUIDING PRINCIPLES

Readiness is Our Guiding Principle

The Defense Equal Opportunity Management Institute (DEOMI), the agency that equips and trains your EO/EEO Managers, has one goal; to enhance combat readiness by fostering positive human relations.

DEOMI trains selected military and civilian personnel from all Armed Forces and DOD agencies, to include the Coast Guard, National Guard, and Reserve. Once trained, these individuals advise their commanders on EO and EEO matters at various command/agency levels.

The guiding principles are:

Respect - for the infinite dignity and worth of all individuals

Excellence - in education, training, and research

Awareness - of the issues, successes, and strategies in human relations

Diversity - an understanding that our strengths derive

from our differences as well as our shared values, goals and ethics

Innovation - of processes, technology, and designs to enhance our mission

Nation - which we have sworn to defend and endeavor to improve

Exchange of ideas - in the spirit of academic freedom and professional responsibility

Selfless service - a priority to the higher ideals of equality and fairness

Support - a commitment to quality processes for our customers and our organization



All of the above

A: _____

Q: The Age discrimination in employment act of 1967 prohibits discrimination on the basis of age for individuals_____.

55 and over

18 and over

40 and over

Any age

A: _____

Q: President John F. Kennedy signed The Civil Rights Act of 1964 (Title VI and Title VII) in to law.

True

False

A: _____

Question and Answer (Q & A):

Test your knowledge!

Q: Technician has _____ to file a complaint with an EEO Counselor after incidents has occurred.

90 days

180 days

45 days

If you would like to learn more about DEOMI and EO/EEO please visit the official web site www.deomi.org. or contact the State Equal Employment Opportunity Office at 517-481-7720 /7725 / 7726.

MERRY CHRISTMAS!!



Happy Kwanzaa!



*26 December—
01 January
Kwanzaa is a
celebration of
values of African
culture which
contribute to
building and
reinforcing
community
among African-
Americans.
Celebrations
often include
songs and
dances, African
drums,
storytelling,
poetry reading,
and a large
traditional meal.*

Child Care Assistance and Programs

The National Association of Child Care Resources and Referral Agencies (NACCRRA) is working with the U.S. Military Services to help those who serve in the military find and afford child care that suits their unique needs. Through several innovative civilian/military efforts between the Services, NACCRRA and Child Care Resource and Referral agencies (CCR&Rs) are building the quality and capacity of child care throughout the country. Some of the available child care assistance programs include the following:

[Operation Military Child Care \(OMCC\)](#): Ages birth through 12 years. For Families of: Soldiers with orders in support of one of the following Deployments:

- Operation Iraqi Freedom (OIF)
- Operation Enduring Freedom (OEF)
- Global War on Terror (GWOT)
- Overseas Contingency Operations
- Operation Noble Eagle
- Army Recruiters

For married Soldiers, the spouse must be working, looking for work or attending school. The same policies will apply to unmarried legal parents living in the same household. Eligible Families receive:

- Help finding approved* child care in your community
- Fee assistance to help cover part of the cost of child care

[Military Child Care in Your Neighborhood \(MCCYN\)](#): Ages birth through 12 years. For Families of:

- Active Duty Soldiers
- Active Guard and Reserve Soldiers
- Army Civilians

For married Soldiers, the spouse must be working, looking for work or attending school. The same policies will apply to unmarried legal parents living in the same household. Eligible Families receive:

- Help finding approved high-quality* child care in your community
- Fee assistance to help cover part of the cost of child care

For more information regarding program requirements, provisions, and assistance finding providers, please contact Child Care Aware® at 1-800-424-2246 for a personal consultation or visit their website at:

<http://www.naccrra.org/>



Additional Child Care resources are also available in the State of Michigan. The Great Start Regional Child Care Resource Center is an on-line resource available to Michigan families in search of child care. Visit their website: <http://greatstartforkids.org/connect/> to learn more about finding local providers in your area.

For many families, the cost of safe, quality child care is a major strain on the budget. Department of Human Services' (DHS) Child Development and Care Program may provide payment for child care services for qualifying families when the parent, legal guardian or substitute parent is unavailable to provide the child care because of employment, education and/or because of a health/social condition for which treatment is being received.

You may qualify if you need child care for:

- employment
- high school completion
- family preservation (treatment activity for a health or social condition)

For more information on child care assistance through the state, please visit the DHS website: <http://www.michigan.gov/dhs/>

New Changes to FEGLI Program

Revised FEGLI regulations went into effect October 1, 2010. These revised regulations change various aspects of the FEGLI Program.

60 Day Election Time Frame

The new regulations expand the time frame for making an initial election of Optional insurance from 31 calendar days to 60 calendar days after the employee becomes eligible for FEGLI coverage. The time frame for electing coverage using the [SF 2822](#) and providing satisfactory medical information is also changed from 31 calendar days to 60 calendar days after approval by the Office of Federal Employees' Group Life Insurance (OFEGLI).

FEGLI Life Events

The new regulations allow an employee who experiences a FEGLI qualifying life event 60 days to elect Basic, plus any or all Optional insurance—Option A, Option B (up to the maximum of 5 multiples with no restrictions), and Option C (up to the maximum of 5 multiples with no restrictions). FEGLI qualifying life events include marriage, divorce, death of a spouse and birth or adoption of children. The regulations now provide a belated election opportunity based on a life event. Within 6 months after an employee becomes eligible to make an election due to a change in family circumstances, an employing office may determine that the employee was unable, for reasons beyond his or her control, to elect or increase Basic/Optional insurance within the time limit. This decision is made by the employing agency; OPM is not involved in the determination. If the agency determines that the employee can make the election, the employee has 60 days from the agency determination to make the election. Any insurance

elect is retroactive to the first day of the first pay period beginning after the date the employee became eligible if the employee was in pay and duty status that day. If the employee was not in pay and duty status that day, the coverage becomes effective the first day after that date the employee returned to pay and duty status.

FEGLI Coverage for 24 months for Federal Employees Called to Active Duty Public Law 110-181, the Department of Homeland Security Appropriations Act, enacted January 28, 2008, authorizes the continuation of FEGLI coverage for an additional 12 months for Federal employees called to active duty whose coverage terminated after the law's enactment. The law allows employees who enter on active duty or active duty for training in one of the uniformed services for more than 30 days to continue their FEGLI for up to 24 months. FEGLI coverage is free for the first 12 months. However, employees must pay both the employee and agency share of the premiums for their Basic coverage, and also pay the entire cost (there is no agency share) for any Optional insurance they may have for the additional 12 months of coverage (reference BAL 08-203).

Civilian Employees Deployed in Support of a Contingency Operations

Emergency Essential Department of Defense Employees Public Law 110-417, effective October 14, 2008, the Duncan Hunter National Defense Authorization Act, allows new opportunities for certain employees to elect FEGLI coverage. The election applies to civilian employees eligible for FEGLI who are deployed in support of a contingency operation as

defined by section 101 (a) (13) of Title 10. The election also applies to civilian employees in the Department of Defense eligible for FEGLI who are designated as "emergency essential" under section 1580 of Title 10. The employee may elect Basic, Option A and Option B (up to the maximum of 5 multiples). The employee must make the election within 60 days after the date of notification of deployment in support of a contingency operation or within 60 days of the date of the notification of the designation as an emergency essential employee (reference BAL 08-204).

Option B and Option C Elections at Retirement/Compensation

The new regulations state that there will be only one election opportunity to choose how an enrollee's Option B and Option C coverage may reduce beginning at age 65. The election will be made at the time of retirement. In this election, the employee can choose No Reduction for some multiples and Full Reduction for other multiples. "Mixed elections" will be allowed. For example, if the employee has three multiples, the employee can elect to have two with Full Reduction and one with No Reduction. There will no longer be a second election at age 65. Annuitants and compensationers who retired since this statutory provision became effective on April 24, 1999, are under age 65 and have Option B and or Option C will be given the opportunity to make their "final" election. This information will be forthcoming from the OPM Retirement Office. The SF 2818 *Continuation of Life Insurance Coverage as a Retiree or Compensationer*

Timeframe for converting to an individual policy

The employee/assignee(s) must submit the request for conversion information to the Office of Federal Employees' Group Life Insurance (OFEGLI). OFEGLI must receive the request for conversion within 31 calendar days of the date on the conversion notification the employee receives from the employing agency (60 days if overseas) or within 60 calendar days after the date of the terminating event (90 days, if overseas), whichever is earlier.

Power of Attorney

The new regulations now allow an individual having power of attorney to convert the FEGLI coverage on behalf of the insured, if the insured is unable to convert. The new regulations also allow an individual having power of attorney to apply for a living benefit on behalf of the insured individual.

For additional information or questions regarding the Federal Employees Group Life Insurance (FEGLI) program, contact the Employee Relations Section at: 517-481-7705/7708/7707/7690.



Resolving FEDVIP Dual Enrollments—New Process

An eligible individual may be enrolled or covered under a FEDVIP dental plan and a separate FEDVIP vision plan at the same time; this is not a dual enrollment. Dual enrollment occurs when an individual is covered under more than one FEDVIP dental plan or more than one FEDVIP vision plan at the same time. Generally, dual enrollment is prohibited (5 U.S.C. Sec. 8956 and 8986) except when elimination of the dual enrollment would cause a covered person to lose coverage. See the section below entitled “When Dual Enrollment is Allowed.” Dual enrollment is not intended to allow double coverage for any one individual, but rather, to avoid an eligible enrollee or family member’s loss of coverage. No enrollee or family member may receive benefits as both an enrollee and as a dependent under more than one FEDVIP dental enrollment or more than one FEDVIP vision enrollment at the same time (reference BAL 10-202).

Eliminating a Dual Enrollment

As noted in the first FEDVIP Benefits Administration Letter, BAL 06-602, if BENEFEDES and/or a FEDVIP plan discovered an unauthorized dual enrollment, one of the enrollments would have been canceled prospectively from the date the dual enrollment was discovered. The enrollee would not have been required to refund any benefits paid under the cancelled enrollment, and the carrier would not have refunded any premiums paid.

Effective 01/01/2011, any dual enrollments discovered by BENEFEDES, OPM, an enrollee’s agency and/or a FEDVIP plan will be cancelled retroactively to the effective date of the dual enrollment. The premiums paid for the cancelled enrollment will be refunded to the enrollee and the FEDVIP plan may

request that the enrollee repay any benefits paid under the cancelled enrollment.

Example: A Federal employee and his/her Federal spouse have their own children and also stepchildren who live with the employees in a regular parent-child relationship. Because all of the children live with the employee, only one Self and Family enrollment is needed in order to cover all eligible family members. If both the employee and his/her spouse are enrolled in separate Self and Family plans, then the spouse and the children are automatically covered under both policies. This is considered a dual enrollment and must be eliminated. Also, the spouse may not elect to enroll in his/her own Self Only plan as he/she is already covered under their spouse’s Self and Family enrollment.

When Dual Enrollment is Allowed

There are rare instances when dual enrollments are allowed in order to prevent an eligible person from losing coverage. These must be authorized by BENEFEDES and will only be allowed when the enrollee or an eligible family member would otherwise lose coverage. Some examples of allowable dual enrollment include when:

- An enrollee and spouse legally separate and both of them retain custody of their children by prior marriages. Those children of the covered spouse lose coverage under the enrolled spouse when they leave the household, so the covered spouse would be allowed to enroll.
- An enrollee and spouse have children from prior marriages who do not live with them. The covered spouse’s children would not be covered unless a dual enrollment applied.

- An enrollee is under age 22, and covered by his/her parent’s enrollment as a dependent. That enrollee becomes a parent, and enrolls in order to provide coverage to his/her child.

If a dual enrollment is allowed, the enrollee is required to notify BENEFEDES as to which family members will be covered under each of the two enrollments. BENEFEDES will continue to work with enrollees to resolve dual enrollments. If the enrollee and spouse are unable to agree on which enrollment to continue, the enrollment of the spouse with a court order to provide coverage for the children will be continued. Otherwise, the second (later) enrollment must be cancelled since it is the enrollment that caused the dual enrollment to occur. If BENEFEDES authorizes a dual enrollment, the enrollee may be covered and receive benefits only under his/her own enrollment. If the enrollee or a family member receives benefits under more than one plan, it is considered fraud and the enrollee is subject to disciplinary action.

Health Care Reform

The Patient Protection and Affordable Care Act (PPACA) does not apply to FEDVIP, which is a stand-alone, enrollee pay-all program. Children of FEDVIP enrollees are not eligible for coverage up to age 26. In general, a dependent child will no longer be covered upon his/her 22nd birthday.

Happy New Year!



01 January

New Year’s Day

Represents the

fresh start of a

new year after a

period of

remembrance of

the passing year,

including on

radio, television

and in

newspapers, which

starts in early

December in

countries around

the world.

Changes to Federal Benefits Eligibility Due to Health Reform

Frequently Asked Questions (FAQs)

Extension of Child Eligibility Until Age 26

- Introduction (Questions 1-4)
- Eligibility (Questions 5-14)
- Enrollment (Questions 15-25)
- Temporary Continuation of Coverage (TCC) (Questions 26-27)
- Retirees (Questions 28-31)
- Disabled Children Incapable of Self-Support (Questions 32-33)
- Two Married Federal Employees (Question 34)
- Children Who Have Other Insurance (Question 35)
- Children Who Are Federal Employees (Questions 36-38)
- Other Federal Benefits Programs (Questions 39-42)
- More Information (Question 43)

Introduction

1. What does “health care reform” mean?

On March 23, 2010, President Obama signed into law the Patient Protection and Affordable Care Act, also known as health care reform. One of the provisions of health care reform extends family health insurance coverage to children until age 26.

2. Does health care reform extend Federal Employees Health Benefits (FEHB) coverage to children until they turn 26?

Yes. Previously, children of Federal enrollees lost health coverage when they turned 22 (plus a 31-day temporary extension of coverage). Beginning January 1, 2011, children of Federal enrollees will be covered by their parent’s FEHB Self and Family enrollment until their 26th birthday (plus a 31-day temporary extension of coverage),

even if the child previously lost coverage because he or she turned 22.

3. Does health care reform extend FEHB coverage to my married child?

Yes. Beginning January 1, 2011, your child under the age of 26, whether married or unmarried, is covered under your Self and Family enrollment. However, your child’s spouse and/or child are not covered.

4. Can I get my child age 22 through 25 covered by FEHB sooner than January 1, 2011?

No. The current law governing the FEHB Program specifically prohibits us from providing coverage prior to January 1, 2011.

5. My child is under age 26 and married. Is my child covered under my FEHB Self and Family enrollment?

Yes. Beginning January 1, 2011, your married or unmarried child under age 26 is covered under your Self and Family enrollment. However, your child’s spouse and/or child are not covered.

6. I have grandchildren. Are they covered under my FEHB Self and Family enrollment?

No. A grandchild is not an eligible family member, unless the child qualifies as your foster child. For rules on foster children, see question 14.

7. My child lost FEHB coverage because he turned 22. Is he covered under my FEHB Self and Family enrollment?

Yes. Beginning January 1, 2011, your child is covered under your Self and Family enrollment up to his 26th birthday, even if he previously lost coverage because he turned 22.

8. My child does not live with me. Is he covered under my FEHB Self and Family enrollment?

Yes. Your child is not required to live with you to be covered under your Self and Family enrollment.

9. My child is not a dependent on my tax return. Is my child covered under my FEHB Self and Family enrollment?

Yes. There is no requirement that your child be a dependent for income tax purposes, nor does your child have to be financially dependent upon you, to be covered under your Self and Family enrollment.

10. My child is under age 26 but is not a student. Is my child covered under my FEHB Self and Family enrollment?

Yes. There is no requirement that your child be a student to be covered under your Self and Family enrollment.

11. My child is under age 26 and has been uninsured since turning 22. Is my child covered under my FEHB Self and Family enrollment?

Yes. Beginning January 1, 2011, your child will be covered under your Self and Family enrollment until his or her 26th birthday. There is no continuous insurance requirement.

12. My child has a pre-existing condition. Will my child be covered under my FEHB Self and Family enrollment?

Yes. The FEHB Program does not allow its participating health carriers to deny or delay medical benefits or coverage based on a pre-existing condition.

13. Is my stepchild covered under my FEHB Self and Family enrollment?

Yes. Beginning January 1, 2011, your stepchild is covered under

your Self and Family enrollment until his or her 26th birthday. Your stepchild is not required to live with you or be financially dependent upon you.

14. Is my foster child covered under my FEHB Self and Family enrollment?

It depends. Beginning January 1, 2011, foster children, even if married, can be covered under their foster parent’s Self and Family enrollment until their 26th birthday. To be considered a foster child for health benefits purposes, the following requirements must be met:

- the child must live with you;
- the parent-child relationship must be with you, not solely the child’s biological parent;
- you must be the primary source of financial support for the child; and
- you must expect to raise the child to adulthood.
- You must sign a certification stating that your foster child meets all the requirements.

Contact your agency or Retirement System for more information.

15. I have an FEHB Self and Family enrollment. Do I need to do anything to get my child under age 26 back on my FEHB enrollment?

Yes; although your child is automatically covered under your Self and Family enrollment, you must notify your health plan to update their enrollment records. Your health plan will send you instructions before Open Season. Your health plan may ask for information such as your child’s name, date of birth, and Social Security Number. If you do not receive these instructions by November 15th, contact your plan at the customer service number on your ID card. Do not complete an SF 2809 or use an agency self-service

Changes to Federal Benefits Eligibility Due to Health Reform (Continued)

16. I get paid biweekly. I have a Self Only enrollment, or I am not currently enrolled in an FEHB plan. How do I get my child under age 26 covered effective January 1, 2011?

Use a Standard Form (SF) 2809 or an agency self-service enrollment system to change your enrollment to, or to enroll in, Self and Family. Indicate that you have a "change in family status" Qualifying Life Event (QLE). Most employees should use QLE code '1C.' You can make the change or enroll between December 1, 2010 and March 2, 2011. Your child will be covered beginning January 1, 2011. If you enroll or make the change after January 1, 2011, your child will be covered retroactively to January 1 and you will pay premiums retroactively to the effective date of the enrollment or change. Be aware that if you enroll or change your enrollment as an Open Season change, for most employees, it will take effect on January 2, 2011. Contact your agency for more information.

17. I get paid monthly. I have a Self Only enrollment, or I am not currently enrolled in an FEHB plan. How do I get my child under age 26 covered effective January 1, 2011?

Use a Standard Form (SF) 2809 or an agency self-service enrollment system to change your enrollment to, or to enroll in, Self and Family during Open Season. Your Open Season change or enrollment will be effective January 1, 2011. Be aware that retirees who are not currently enrolled in FEHB cannot enroll in FEHB, even if they have a newly eligible child. Retirees must have met certain eligibility requirements to continue their health benefits into retirement. However, if you are retired and you suspended your enrollment, you may reenroll in the FEHB program at Open Season. You can

find more information at www.opm.gov/insure/retirees/index.asp?AnswerId=89.

Contact your agency or Retirement System for more information.

18. I receive benefits from the Office of Workers' Compensation (OWCP) and have a Self Only enrollment. How do I get my child under age 26 covered effective January 1, 2011?

Use a Standard Form (SF) 2809 to change your enrollment to Self and Family. Indicate that you have a "change in family status" Qualifying Life Event (QLE). OWCP recipients should use QLE code '2B.' You can make the change between December 1, 2010 and March 2, 2011. Your child will be covered beginning January 1, 2011. If you enroll or make the change after January 1, 2011, your child will be covered retroactively to January 1 and you will pay premiums retroactively to the effective date of the change. Be aware that if you change your enrollment as an Open Season change, for OWCP recipients, it will take effect on January 16, 2011. Contact your OWCP District Office for more information.

19. My child will turn age 22 before January 1, 2011. How can I prevent a break in his health insurance coverage?

Under FEHB law, enrollees' children who turn 22 are automatically covered for an additional 31 days under their parent's enrollment. Your child will have 60 days from his 22nd birthday to:

Enroll in Temporary Continuation of Coverage (TCC); or

Convert to an individual policy with your current health plan.

For more information on TCC, see the TCC category below.

20. My child will turn age 26 after January 1, 2011. What happens on his 26th birthday?

Your child will no longer be covered under your Self and Family enrollment on his 26th birthday. On his 26th birthday, your child will get a 31-day temporary extension of coverage. Under the FEHB Program, your child will have 60 days from his 26th birthday to:

Enroll in Temporary Continuation of Coverage (TCC); or

Convert to an individual policy with your current health plan.

For more information on TCC, see questions 26-27.

21. My child lost coverage under my FEHB Self and Family enrollment when she turned 22. She will turn age 26 before January 1, 2011. Can she enroll in Temporary Continuation of Coverage (TCC)?

No. Children can only enroll in TCC within 60 days of losing their coverage under their parent's FEHB enrollment. Your child lost FEHB coverage over three years ago. Since your daughter will turn 26 before January 1, 2011, she will not be eligible for FEHB under your enrollment; therefore, she will not be eligible for TCC.

For more information on TCC, see questions 26-27.

22. I already have a Self and Family enrollment. Will adding my child under age 26 increase my premiums?

No. A Self and Family premium does not change based on the number of family members on your enrollment. If you are already enrolled in Self and Family when your child under age 26 is added, covering your child will not increase your premium costs.

23. My state has a law requiring health plans to cover certain children until age 30. Does this mean I can get my child covered by FEHB until age 30?

No. The FEHB Program is a Federal program and preempts state law requirements.

24. Can I remove my child from my FEHB Self and Family enrollment?

No. Your child will remain covered until his or her 26th birthday.

25. Who is responsible for the out-of-pocket health expenses of my child age 22 through 25?

It depends. Generally, the adult child is responsible for any out-of-pocket health expenses charged by the health care provider. You can work with your provider to determine who pays for the out-of-pocket expenses incurred by your adult child. We cannot guarantee that the provider will not seek payment from you if your adult child fails to pay.

Temporary Continuation of Coverage (TCC)

26. My child under age 26 is currently enrolled in TCC. Will she be covered under my FEHB Self and Family enrollment effective January 1, 2011 and what will happen to her TCC enrollment? Your child will be covered under your Self and Family enrollment beginning January 1, 2011. Please note that your child's TCC enrollment will not automatically end when she regains coverage under your Self and Family enrollment. To avoid paying for unnecessary TCC, she may cancel her enrollment on or after the date her coverage under your Self and Family enrollment begins (probably January 1, 2011). When she turns 26, she will become eligible for TCC again.

Changes to Federal Benefits Eligibility Due to Health Reform (Continued)

27. My daughter under age 26 lost coverage under my Self and Family enrollment when she turned 22. She now has a TCC Self and Family enrollment to cover her husband and son. Can she keep her TCC enrollment?

Yes. However, your daughter will be covered under two enrollments: your enrollment and her TCC. Because no person is entitled to receive benefits under more than one enrollment, both you and your daughter must notify your respective insurance carriers of the names of the persons to be covered under each enrollment. Your daughter may not file claims nor receive benefits under both enrollments.

Retirees

28. I am retired and have a FEHB Self and Family enrollment. Will my child under age 26 be covered under my FEHB enrollment?

Yes. Your child under age 26 will be covered under your Self and Family enrollment. The health care reform law applies to employees and retirees. You must notify your health plan to update their enrollment records. Your health plan will send you instructions before Open Season. Your health plan may ask for information such as your child's name, date of birth, and Social Security Number. If you do not receive these instructions by November 15th, contact your plan at the customer service number on your ID card.

29. I am retired and have a FEHB Self Only enrollment. Can I switch to a Self and Family enrollment to cover my child who is under age 26?

Yes. You can change your enrollment in FEHB during Open Season. Your Open Season change will be effective January 1, 2011. Use a Standard Form (SF) 2809 or an agency self-service enrollment system to change your enrollment to, or to

enroll in, Self and Family during Open Season. Your Open Season change or enrollment will be effective January 1, 2011.

Be aware that retirees who are not currently enrolled in FEHB cannot enroll in FEHB, even if they have a newly eligible child. Retirees must have met certain eligibility requirements to continue their health benefits into retirement. However, if you are retired and you suspended your enrollment, you may reenroll in the FEHB program at Open Season. You can find more information at www.opm.gov/insure/retirees/index.asp?AnswerId=89.

Contact your Retirement System for more information.

30. I am retired and not currently enrolled in the FEHB Program. If I have a child who will be eligible on January 1, 2011, can I enroll in the FEHB Program?

No. Retirees who are not currently enrolled in FEHB cannot enroll in FEHB, even if they have a child who will be newly eligible on January 1, 2011. Retirees must have met certain eligibility requirements to continue their health benefits into retirement. However, if you are retired and you suspended your enrollment, for example, to use TRICARE, you may reenroll in the FEHB program at Open Season. You can find more information at <http://www.opm.gov/insure/retirees/index.asp?AnswerId=89>.

31. I am a retiree in interim pay status. Will my child under age 26 be covered under my FEHB Self and Family enrollment?

It depends. When you retire, your agency makes an initial determination about whether you are eligible to continue your health benefits into retirement. When your retirement application is processed, OPM will make a final determination about whether you

are eligible to continue your health benefits into retirement. As long as you are eligible to continue FEHB into retirement and you have a Self and Family enrollment under FEHB, your child is covered until his or her 26th birthday effective January 1, 2011. However, if your agency's initial determination was that you are eligible, and OPM's final determination is that you are not eligible, then your FEHB coverage will be terminated retroactively to the date of your retirement. If your coverage is terminated, you will have the opportunity to enroll in Temporary Continuation of Coverage (TCC). **If you enroll in TCC**, you will not have a gap in coverage. If you enroll in TCC and have a Self and Family enrollment under FEHB, your child is covered until his or her 26th birthday effective January 1, 2011.

Disabled Children Incapable of Self-Support

32. Does health care reform affect the FEHB eligibility of disabled children incapable of self-support?

Yes. Prior to health care reform, children over age 22 who are incapable of self-support due to a disability that began before age 22 were eligible for FEHB coverage. Beginning January 1, 2011, children over age 26 who are incapable of self-support due to a disability that began before age 26 are eligible for FEHB coverage. Contact your agency or Retirement System for additional information.

33(a). My child became incapable of self-support due to a disability that began before age 26 and prior to January 1, 2011. Will my child be eligible to be covered under my Self and Family FEHB enrollment?

If your agency determines your child is incapable of self-support because of a mental or physical

disability that occurred before age 26 (regardless of his current age), he or she is covered under your Self and Family enrollment beginning January 1, 2011. Your agency will determine if your child meets the criteria for being incapable of self-support.

33(b). Will my FEHB plan pay for services my child received before January 1, 2011?

No. The plan can only pay for services incurred while your child was covered as an eligible family member.

Two Married Federal Employees

34. I am a Federal employee who has a Self Only enrollment. My spouse is a Federal employee who also has a Self Only enrollment.

My spouse is changing her enrollment to Self and Family to cover our child under age 26. Can I keep my Self Only enrollment?

No. You cannot keep your Self Only enrollment if your spouse has a Self and Family enrollment. **Children Who Have Other Insurance**

35(a). My child who is under age 26 has non-FEHB health insurance through his employer or school. Will he be covered under my FEHB Self and Family enrollment? Yes. Beginning January 1, 2011, even when your child under age 26 has health insurance through his employer or school, he is covered under your Self and Family enrollment.

35(b). Then which insurance plan will pay benefits for an illness or injury?

Generally, your child's employer/school health insurance will pay claims first as the primary insurer. To the extent that the primary insurer does not fully cover the illness or injury, the FEHB plan may make additional payments, depending on the extent of coverage under the FEHB plan's

Changes to Federal Benefits Eligibility Due to Health Reform (Continued)

benefits structure. This is known as “coordination of benefits.” Both plans must be contacted to let them know that he has other insurance coverage.

35(c). My child doesn't need coverage under my FEHB Self and Family enrollment. Will he be covered anyway?

Yes, effective January 1, 2011 a child under age 26 is covered under an existing Self and Family FEHB enrollment.

Children Who Are Federal Employees

36. I'm a 25-year-old Federal employee and am enrolled in the FEHB Program. My father is a Federal employee with a Self and Family enrollment under FEHB. Will I be covered under his enrollment and what will happen to my enrollment?

With two exceptions explained below, if your father has a Self and Family enrollment, you will be covered under his enrollment. Because no person is entitled to receive benefits under more than one enrollment, you must cancel your enrollment using an SF 2809 during Open Season. Be sure your agency puts this reason for your cancellation in the ‘remarks’ section of the SF 2809. When you turn 26, this will be a Qualifying Life Event allowing you to re-enroll in the FEHB program. The two exceptions that would allow you to keep your own enrollment are if:

you have your own family (spouse and/or children) that you choose to cover under your Self and Family enrollment; or

you live outside the coverage area of your parent's plan.

If one of the above exceptions applies and you choose to keep your own enrollment, then because no person is entitled to receive benefits under more than

one enrollment, you must notify your respective insurance carriers of the names of the persons to be covered under each enrollment. You may not file claims nor receive benefits under both enrollments.

37. I am under age 26 and I will start working for the Federal government in 2011. My parent has a Self and Family enrollment through FEHB. Can I enroll in my own FEHB plan?

It depends. You can only enroll in your own FEHB plan if:

you have your own family (spouse and/or children); or

you live outside the coverage area of your parent's plan

If you do not enroll in your own FEHB plan because you are covered under your parent's plan, be sure your agency puts this reason in the ‘Remarks’ section of the SF 2809 when you elect not to enroll. Turning age 26 will be a Qualifying Life Event allowing you to enroll in the FEHB program under your own enrollment.

38. I start working for the Federal government in 2011. My parent has family coverage through her private employer. Can I enroll in my own FEHB plan?

Yes. You can enroll in your own FEHB plan.

Other Federal Benefits Programs
39(a). I have a flexible spending account under the Federal Flexible Spending Account Program (FSAFEDS). Will FSAFEDS cover the health care expenses of my child until age 26?

Yes. Beginning January 1, 2011, an employee enrolled in FSAFEDS may request reimbursement for eligible health care expenses incurred by a child through the **end of the calendar**

year in which the child turns 26. Please note that this is a different date than the date FEHB eligibility terminates. (Beginning January 1, 2011, children of Federal enrollees will be covered by their parent's FEHB Self and Family enrollment until their 26th birthday (plus a 31-day temporary extension of coverage)).

39(b). Who is an eligible child under FSAFEDS?

Beginning January 1, 2011 the definition of a child includes any natural child, stepchild, adopted child, eligible foster child, or child placed with you for legal adoption, even if you cannot claim that child as a dependent on your federal tax return. (PLEASE NOTE: This is not the same definition of child eligibility used under FEHB.) For more information about child eligibility under FSAFEDS, see <https://www.fsafeds.com/fsafeds/SummaryOfBenefits.asp#AdultChild26>.

40. I have dental and/or vision insurance through the Federal Employees Dental and Vision Insurance Program (FEDVIP). Is my child age 22 through 25 covered under my FEDVIP enrollment?

No. Health care reform does not affect eligibility for children under FEDVIP.

41. I have life insurance through the Federal Employees Group Life Insurance Program (FEGLI). I am enrolled in FEGLI Option C, providing coverage for my spouse and eligible dependent children. Is my child age 22 through 25 covered under FEGLI Option C?

No. Health care reform does not affect eligibility for children under FEGLI.

42. I have long-term care insurance through the Federal Long-Term Care Insurance Program (FLTCIP). Can my child age 22 through 25 apply for Long-Term Care Insurance?

Yes. Health care reform does not impact child eligibility under FLTCIP. All adult children (at least 18 years old, including adopted or stepchildren) of living employees or annuitants are eligible to apply.

More Information

43. Where can I get more information about the Affordable Care Act and Federal Benefits?

You may visit the OPM website at <http://www.opm.gov/insure/health/reform/>.



HRO Full-Time Training Events Calendar

Event	Date	Location
Microsoft Excel Training	06 January	RFSC, DLC
Technician Retirement and EBIS Training	11-13 January 22-24 March	127th Wing Fort Custer
Financial Literacy	23 February	127th Wing
Technician Supervisor Training	8-10 March	Battle Creek
New Hire Orientation	Every Pay Period	Lansing

Visit our [Full-Time Training Calendar](#) for additional courses and updates

Benefits Question and Answer (Q&A) Corner

Q & A CORNER

Question: What Public Law authorized the TSP Automatic Enrollment?

Answer: The Thrift Savings Plan Enhancement Act of 2009, Public Law 111-31 was signed into law on June 22, 2009. This law authorized a number of changes to the Thrift Savings Plan (TSP) to

help Federal employees meet the challenge of saving for retirement. A new feature of the TSP is the automatic enrollment process.

Question: When was the TSP Automatic Enrollment implemented?

Answer: The implementation of automatic enrollment was effective the first full pay period in

August 2010.

Question: How can I provide the bank with employment verification so they will give me a loan to buy a new car?

Answer: Through your My Biz account.

Question: How come I no longer get a hard copy on my SF-50's?

Answer: Effective 01 December 2010 it is the responsibility of the Technician to review their My Biz account on a regular basis to review any action/updates (reference Memorandum for all Technicians 12 May 2010).

News You Can Use—Automation Tools

Employment Verification is now available through the MyBiz System:

https://www.mi.ngb.army.mil/HRO/services_docs/Employment%20Verification.pdf

Interactive Voice Response System (IVRS) - For your convenience, a Phone Menu is included in our newsletter.





CONGRATULATIONS ON A JOB WELL DONE!

Technician Incentive Awards September–November 2010

Employee Name	Awd Type	Employee Name	Awd Type
ECKER, TAMERA L	QSI	CADY, TYLER S	TIME OFF AWARD
FULLER, KATHY L	QSI	CAMPBELL, JEFFREY P	TIME OFF AWARD
GARDINER, JAMES V	QSI	CARR, WILLIAM J	TIME OFF AWARD
GILLAHAN, DAVID M	QSI	CASSADA, III, DONALD J	TIME OFF AWARD
GORZYNSKI, MARK A	QSI	CHAPMAN, GERALD L	TIME OFF AWARD
JONES, MARY K	QSI	COMBS, CHARLES C	TIME OFF AWARD
KRUMM, PETER M	QSI	CUEL, WILLIAM S	TIME OFF AWARD
MICHAELSON, TERESA J	QSI	CUNNINGHAM, JR, ROBERT L	TIME OFF AWARD
REED, RENEE K	QSI	DEUR, AARON M	TIME OFF AWARD
SEES, DONNA J	QSI	DIEGEL, ROQUE E	TIME OFF AWARD
TABER, RYAN P	QSI	DOSS, DEBRA A	TIME OFF AWARD
TEEPLE, LINDA S	QSI	DOSS, GREGORY L	TIME OFF AWARD
WALSH, LINDA L	QSI	ELLIS, CHADWICK J	TIME OFF AWARD
DAGGETT, DEAN P	SUGGESTION AWARD	ELLIS, DALE T	TIME OFF AWARD
ADAIR, CHRISTOPHER A	TIME OFF AWARD	ELY, ERIC K	TIME OFF AWARD
AGLE, ANTHONY A	TIME OFF AWARD	FAUST, BILLIE J	TIME OFF AWARD
AHRENS, JOYCE A	TIME OFF AWARD	FAWCETT, DANIEL J	TIME OFF AWARD
ALVARADO, WILLIE J	TIME OFF AWARD	FELL, DEANNE E	TIME OFF AWARD
AMENUVOR, ELIKPLIM K	TIME OFF AWARD	FORTNER, ANDREW J	TIME OFF AWARD
ANDERSON, WILLIAM P	TIME OFF AWARD	FOSS, DARREN L	TIME OFF AWARD
ANDINO, JR, FELIX V	TIME OFF AWARD	FOURNIER, MELINDA J	TIME OFF AWARD
BAKER, II, VICTOR F	TIME OFF AWARD	FREDRICKS, JOSEPH R	TIME OFF AWARD
BATES, TODD D	TIME OFF AWARD	FREEMIRE, JOHN P	TIME OFF AWARD
BERGERON, BRANDON D	TIME OFF AWARD	FRY, TIMOTHY J	TIME OFF AWARD
BERGQUIST, JOHN M	TIME OFF AWARD	GEER, JR, TERRY L	TIME OFF AWARD
BISH, DANIEL A	TIME OFF AWARD	GERWOLDS, BRYON D	TIME OFF AWARD
BOUWKAMP, MATTHEW R	TIME OFF AWARD	GIBSON, CHRISTOPHER M	TIME OFF AWARD
BOYD, KENNETH L	TIME OFF AWARD	GOLNICK, JEFFERY A	TIME OFF AWARD
BRADFORD, DAVID L	TIME OFF AWARD	HALL, CHARLES E	TIME OFF AWARD
BRADLEY, WILLIAM C	TIME OFF AWARD	HALT, CHARLES D	TIME OFF AWARD
BROWNLEE, GABRIEL T	TIME OFF AWARD	HANCOX, PATRICK E	TIME OFF AWARD
BRUN, KAREN B	TIME OFF AWARD	HARDING, VICKI A	TIME OFF AWARD
BURSON, TODD A	TIME OFF AWARD	HILL, DAVID C	TIME OFF AWARD
BUTCHER, RICKY L	TIME OFF AWARD	HOLROYD, DUANE L	TIME OFF AWARD
		HOMROCK, JR, EDWARD L	TIME OFF AWARD



CONGRATULATIONS ON A JOB WELL DONE!

Technician Incentive Awards September–November 2010

Employee Name	Awd Type	Employee Name	Awd Type
HOPPER, JOHN L	TIME OFF AWARD	MAZUR, JR, JAMES M	TIME OFF AWARD
HOUSTON, ANTHONY G	TIME OFF AWARD	MCKELLAR, JR, RONALD J	TIME OFF AWARD
HOWE, CHADWICK J	TIME OFF AWARD	MCKENDRY, ROYCE R	TIME OFF AWARD
INKS, BRANDON C	TIME OFF AWARD	MELTON, JR, RUSSELL R	TIME OFF AWARD
IVEY, JAMES A	TIME OFF AWARD	MEMMOTT, ROBERT L	TIME OFF AWARD
JANDERNOA, JASON A	TIME OFF AWARD	MERCER, MELISSA A	TIME OFF AWARD
JENKINS, DONALD C	TIME OFF AWARD	MERCER, PHILLIP V	TIME OFF AWARD
JEPSEN, KEITH A	TIME OFF AWARD	MERICE, JR, DAVID A	TIME OFF AWARD
JOHNSTON, RICKY A	TIME OFF AWARD	METZ, WARREN A	TIME OFF AWARD
JORAE, KEVIN C	TIME OFF AWARD	MEYERS, SCOTT L	TIME OFF AWARD
JOSEPH, JR, SAMUEL T	TIME OFF AWARD	MICHAEL, BRIAN S	TIME OFF AWARD
KALAFATIS, NIKITAS	TIME OFF AWARD	MITCHELL, PETER D	TIME OFF AWARD
KAMINSKI, DANIEL D	TIME OFF AWARD	MODLINSKI, ADAM	TIME OFF AWARD
KEELY, BARRY A	TIME OFF AWARD	MOESSINGER, DAVID W	TIME OFF AWARD
KIDDER, JOEY J	TIME OFF AWARD	MONARCH, MATTHEW J	TIME OFF AWARD
KIEL, JAMES W	TIME OFF AWARD	MONJE, BRADLEY R	TIME OFF AWARD
KNAPP, KEIR D	TIME OFF AWARD	MORSE, ERIK J	TIME OFF AWARD
KUEHNE, AARON C	TIME OFF AWARD	NASH, BRYON E	TIME OFF AWARD
LABRUZZY, MICHAEL R	TIME OFF AWARD	NAULT, TROY J	TIME OFF AWARD
LAGUARDIA, GARY R	TIME OFF AWARD	NIGG, ALAN D	TIME OFF AWARD
LANCASTER, JAMES C	TIME OFF AWARD	NOBERT, PHILIP G	TIME OFF AWARD
LANGLOIS, CHARLES R	TIME OFF AWARD	PAULSON, KEVIN C	TIME OFF AWARD
LARRY, OWEN B	TIME OFF AWARD	PESCE, DAMIANO J	TIME OFF AWARD
LEONARD, BRIAN A	TIME OFF AWARD	PETERSEN, JR, CHARLES J	TIME OFF AWARD
LEONES, HERACLEO R	TIME OFF AWARD	PICKETT, LAWRENCE R	TIME OFF AWARD
LETAVISH, TIMOTHY J	TIME OFF AWARD	PIER, SCOTT E	TIME OFF AWARD
LONG, CRISTY M	TIME OFF AWARD	PITTS, KATHLEEN G	TIME OFF AWARD
LUSK, BRIAN W	TIME OFF AWARD	PRICHARD, BRIAN E	TIME OFF AWARD
LUSK, REBECCA L	TIME OFF AWARD	REMY, WAYNE F	TIME OFF AWARD
LYTLE, ANDREW J	TIME OFF AWARD	RENDON, ANTHONY	TIME OFF AWARD
MACLAREN, TODD D	TIME OFF AWARD	REYNOLDS, DERON B	TIME OFF AWARD
MACOMBER, SUZANNE D	TIME OFF AWARD	REYNOLDS, SHANE K	TIME OFF AWARD
MADDEN, JR, WILLIAM R	TIME OFF AWARD	RHOUTSONG, DAVID N	TIME OFF AWARD
MAIDENS, CYNTHIA A	TIME OFF AWARD	ROBERTS, CHRISTOPHER G	TIME OFF AWARD
MAY, ERIK J	TIME OFF AWARD	ROBINSON, ROBERT C	TIME OFF AWARD



CONGRATULATIONS ON A JOB WELL DONE!

Technician Incentive Awards September–November 2010

Employee Name	Awd Type	Employee Name	Awd Type
ROBISON, GARY R	TIME OFF AWARD	THOMPSON, JEFFREY S	TIME OFF AWARD
RODGERS, MATTHEW W	TIME OFF AWARD	THORPE, III, JOHN D	TIME OFF AWARD
ROSKAMP, MITCHELL M	TIME OFF AWARD	TRAINOR, JAMES A	TIME OFF AWARD
RYAN, HENRY L	TIME OFF AWARD	TRUDGEON, PHILIP R	TIME OFF AWARD
SARVER, MARK W	TIME OFF AWARD	TRURAN, WARREN D	TIME OFF AWARD
SASSE, STEVEN C	TIME OFF AWARD	TYRL, RONALD D	TIME OFF AWARD
SCHIPPER, RYAN M	TIME OFF AWARD	ULREY, JESSICA S	TIME OFF AWARD
SCHUCKMAN, MATTHEW J	TIME OFF AWARD	VANNORTWICK, DANIEL M	TIME OFF AWARD
SCHULTE, MICHAEL J	TIME OFF AWARD	VAN-Y, MICHAEL J	TIME OFF AWARD
SCOTT, ERIC V	TIME OFF AWARD	VICKERY, ANGELA M	TIME OFF AWARD
SEVER, JOHN P	TIME OFF AWARD	VICKERY, KYLE A	TIME OFF AWARD
SEXTON, ROBERT E	TIME OFF AWARD	WALDORF, MATTHEW A	TIME OFF AWARD
SHANER, BRIAN J	TIME OFF AWARD	WALLACE, KEENON M	TIME OFF AWARD
SHANKLETON, JR, ROBERT C	TIME OFF AWARD	WALTERS, DAVID C	TIME OFF AWARD
SHAY, JAMES R	TIME OFF AWARD	WALTON, MICHAEL D	TIME OFF AWARD
SHELDON, JOSHUA J	TIME OFF AWARD	WARD, HERBERT E	TIME OFF AWARD
SKIDMORE, IAN J	TIME OFF AWARD	WEBER, JANET L	TIME OFF AWARD
SMITH, JOHN M	TIME OFF AWARD	WEGNER, JOEL W	TIME OFF AWARD
SMITH, WALTER E	TIME OFF AWARD	WEITZEL, MICHAEL L	TIME OFF AWARD
SNYDER, JAMES P	TIME OFF AWARD	WHITENER, TATE L	TIME OFF AWARD
SOMMER, STEVEN J	TIME OFF AWARD	WHITMOYER, DANIEL S	TIME OFF AWARD
SOUTHWORTH, SEAN M	TIME OFF AWARD	WHITT, GLENN D	TIME OFF AWARD
SPALDING, MICHAEL B	TIME OFF AWARD	WHITTENBURG, WILLIAM B	TIME OFF AWARD
STEAVENS, ROBERT A	TIME OFF AWARD	WICKENS, DAVID C	TIME OFF AWARD
STREASICK, THOMAS A	TIME OFF AWARD	WILDER, RICHARD L	TIME OFF AWARD
STRONG, RANDY C	TIME OFF AWARD	WILLOUGHBY, ERIC D	TIME OFF AWARD
SWANSON, MICHAEL J	TIME OFF AWARD	WILSON, JOEL M	TIME OFF AWARD
SWEAT, AMY M	TIME OFF AWARD	WRIGHT, DAVID M	TIME OFF AWARD
SWIX, JEFFREY B	TIME OFF AWARD	ZUKE, JULIE L	TIME OFF AWARD



WELCOME TO THE FULL-TIME WORKFORCE!
Technician and AGR Hires/Appointments
September–November 2010

Employee Name	Employee Type	Employee Name	Employee Type
AHEE, PEGGY L	TECHNICIAN	PRESTEGAARD, DEAN M	TECHNICIAN
BAKER, JOSEPH A	TECHNICIAN	PRETHER, JOSHUA P	TECHNICIAN
BERARD, LISA F	TECHNICIAN	ROCK, COREY J	TECHNICIAN
CHAPIN, JAMES R	TECHNICIAN	SANTIAGO, EMILY E	TECHNICIAN
CRAMPTON, DANIEL R	TECHNICIAN	SHEEHAN, JOHN O	TECHNICIAN
DAVIDSON, JAMES A	TECHNICIAN	SHERROD, ARELYS I	TECHNICIAN
DOWNEY, PAUL J	TECHNICIAN	SHIPMAN, BRYAN A	TECHNICIAN
DVORAK, JOHN J	TECHNICIAN	SPENCER, JOSEPH N	TECHNICIAN
GILBERT, NICKY L	TECHNICIAN	TAYLOR, EMILY J	TECHNICIAN
HAMMAN, JEFFERY S	TECHNICIAN	TURNER, KEVIN D	TECHNICIAN
LAPRAD, HEATH E	TECHNICIAN	BARNES, JERMAINE	AGR
MCGINNIS, SARA M	TECHNICIAN	GROOM, JEFFERY	AGR
OATES, BRANDELYNN	TECHNICIAN	LEAHY, JESSICA	AGR
PAULOS, DENISE D	TECHNICIAN	GAIGNARD, BRIAN	AGR
PICKARD, JAIME L	TECHNICIAN		



THANK YOU FOR YOUR DEDICATED SERVICE!
Technician and AGR Retirements
September– November 2010

Employee Name	Employee Type
ENDRES-MCKEE, DONNA	Technician
PHILIPP, ROBERT D.	Technician
MEADOWS, ARTHUR	Technician
DARLING, MARK	AGR
SMITH, GRANT	AGR
STUBBINS, PATRICIA	AGR
SULLIVAN, SEAN	AGR
WOLFGANG, DALE	AGR

**MICHIGAN
NATIONAL
GUARD HRO**



**3423 N. Martin Luther
King Blvd
Lansing, MI 48906**

Phone: (517) 481-7XXX

Fax: (517) 481 -XXXX

#7703

#7692

(EEO) #7721

(AGR) #7716

(AGR-MED) #7712

Human Resource Office Staff Members

Director.....(517) 481-7685

Deputy Director(517) 481-7706

Equal Employee Office

Equal Employment Manager.....(517) 481-7725

EEO Specialist.....(517) 481-7720

EEO Specialist(517) 481-7726

AGR Branch

Branch Chief.....(517) 481-7710

AGR Office

Operations SGM(517) 481-7723

Human Resource NCO.....(517) 481-7711

Pay NCO.....(517) 481-7718

Human Resource NCO.....(517) 481-7719

Human Resource NCO.....(517) 481-7715

Staffing and Classification Branch

Branch Chief(517) 481-7686

Staffing

Staffing Specialist.....(517) 481-7701

Staffing Assistant.....(517) 481-7695

Staffing Assistant.....(517) 481-7696

Staffing Assistant.....(517) 481-7691

Classification

Classification Specialist.....(517) 481-7687

Management Analyst.....(517) 481-7727

Employee Relations and Information Systems and Branch

Branch Chief.....(517) 481-7690

Employee Relations

Benefits Specialist.....(517) 481-7708

Benefits Assistant(517) 481-7705

Benefits Specialist.....(517) 481-7707

Human Resource Information Systems

Information Systems Specialist.....(517) 481-7694

Labor Relations/Human Resources Development Branch

Branch Chief/LRS(517) 481-7704

Human Resources Development

Development Specialist.....(517) 481-7689

Development Specialist.....(517) 481-7697

Development Specialist.....(517) 481-7693

Development Specialist.....(517) 481-7698

Army Benefits Center - Civilian

1-877-276-9287

Initial Options

<p>Select: 1= Army Civilian 2= DCMA 3= National Guard</p>	<p>Select: 1= Customer Service Survey 2= Access Benefits and Entitlements Select: 1= Current or Separated Civilian Employee 2= Retiree or Surviving Spouse 3= Seeking Temporary Continuation of Coverage (FEHB TCC)</p>	<p>To access Benefits and Entitlements: 1= Enter SSN and PIN 1= Change your PIN 2= Continue 2= Forgot PIN Current Duty Phone 1= Correct 2= Change</p>	<p>Main Menu: 0= Benefits Counselor 1= FEHB 2= Retirement 3= TSP 4= FEGLI 6= Fax Document 9= Exit System</p>
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Menu Information Available after Main Menu Option Selected

<p>1 = FEHB: 1= General Information 2= Personal Information 3= New Employee Election 4= Change from Self and Family to Self Only (without changing plan) 5= Open Season Election 6= Cancel FEHB 7= Non-Open Season Change 8= Fax of latest SF 2809 0= Counselor 9= Previous Menu</p>	<p>2 = Retirement: 1= General Information 2= Personal Information 3= Retirement Estimate 0= Counselor 9= Previous Menu</p>	<p>3 = TSP: 1= Personal Information 2= TSP Election 4= Stop Contributions 5= TSP Catch-Up Election 0= Counselor 9= Previous Menu</p>	<p>4 = FEGLI: 1= General Information 2= Personal Information 3= New Employee Election 4= Non-Open Season Election 5= Open Season Election 6= Fax of Open Season Election 0= Counselor 9= Previous Menu</p>	<p>6 = Faxed Documents: 1= Request a Document 2= Index of Documents 9= Previous Menu</p>
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