

March 2010

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Human Resource Office Newsletter

From the Director's Desk

Welcome to the HRO Quarterly Newsletter!

Internally, the Michigan HRO team's vision is on becoming a strategic partner with senior leaders as we focus on establishing computerizing programs and streamlining of HRO processes to improve the turn-around time of personnel actions. Working towards this goal, the HRO team traveled to Minnesota to collaborate on the duties and responsibilities of the HRO

and J1 functions. Many new ideas were uncovered that we plan on implementing in Michigan.

Although many BRAC personnel actions have been completed for the Air National Guard, the Army National Guard continues to deploy at a constant rate. Our attention must be on ensuring the readiness of these soldiers and their families that they receive the information/assistance necessary to ease their transi-

tion from a technician status to title 10 and back.

I look forward to serving the needs of the full-time force and improving upon our services – we truly believe you are the best customers. My door is always open so if you are near the Lansing area– Joint Force Readiness Center, please stop in.

Regards,

Rodney Williams, Col
Director HRO/J1

Farewell CSM Alflen

After many years of outstanding and dedicated service, CSM Steve Alflen, retired as JFHQ Equal Opportunity Advisor (EOA) and State Equal Employment Manager (SEEM). Strategically, CSM Alflen prepared and coordinated with the National Guard Bureau the state's Affirmative Action Plan and was selected by his

peers as the National Guard EO/EEO Diversity Committee North Central Region Representative. As the North Central Region representative CSM Alflen was recognized by the NGB EO/EEO Diversity Committee Chairman for contributions made in the planning and execution of the TY 2008 and TY 2009 NGB Diversity

conferences. CSM Alflen greatly enhanced the state's diversity planning by establishing and setting goals/objectives to drive the theme of diverse capabilities and skills in the workplace. He will be greatly missed!

HRO Changes

- LTC Tim Houchlei, AGR Branch Chief
- CPT Chris Stone, Benefits Branch Chief
- TSgt Shane Reynolds, Benefits Specialist
- SPC Larz Smith, Staffing Assistant

New HRO Members

- SSgt Mallory Sheehy, HR Assistant, Benefits
- SGT Rene Mireles, HR Assistant

“A moment’s insight is sometimes worth a life’s experience.”

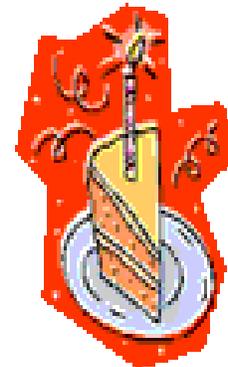
-Oliver Wendell Holmes

HRO National Honors

Please congratulate MSG Oscar Flores!

MSG Flores has been selected to serve as the North Central Region representative for the Army National Guard National Equal Opportunity/Equal Employment Opportunity/Diversity Committee (EO/EEO/Diversity Committee).

This position serves at the national level leading/guiding states in opportunity practices including measures taken by organizations to ensure fairness in the employment process and policy of encouraging tolerance for people of different backgrounds.



Active Guard Reserve (AGR) Retirement

Retirement is a big decision and a major life event. If you are thinking about retiring from your AGR career, start planning at least one year prior to the date you want to retire.

Michigan’s AGR Retirement process normally involves three trips to Ft. Knox, KY in order to complete many administrative actions as well as take advantage of the Veterans Affairs (VA) Benefits Delivery at Discharge (BDD) Program.

Administrative actions include completing Army Career Alumni Program (ACAP), obtaining copies

of all civilian and military treatment records, updating personnel documents, and planning the use of your accrued leave.



The VA BDD Program affords service members the opportunity to document and file VA Claims while still on Active Duty. VA BDD is not an entitlement and time constraints could prohibit you from utilizing this program if you wait too long to begin your retirement timeline.

You can find a template for requesting your retirement on the HRO intranet site under the AGR Retirements section. If you would like more information on the AGR retirement process, please contact the AGR Retirement Services NCO at (517) 481-7711.

Important Changes to the Technician Retirement System

The National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, provides for the following benefits changes under CSRS and FERS:

Credit for unused sick leave under FERS

Section 1901 permits unused sick leave to be used as service credit in the computation of benefits under FERS, but not for establishing title to an annuity or in the computation of average salary. Sick leave will be used in the computations in the same manner it is used in CSRS computations.

Effective October 28, 2009, individuals separating with title to an immediate annuity or who die leaving a survivor eligible for a sur-

vivor annuity will be entitled to credit for 50 percent of their unused sick leave. Effective for separations and deaths occurring on or after January 1, 2014, 100 percent of the unused sick leave will be available.

The provisions apply to unused sick leave to the individual's credit under a formal leave system and for which the employee has not received payment. In the case of individuals who have annuities computed under the provisions of both CSRS and FERS, only sick leave not included in the CSRS part of the calculation will be available under FERS. In addition, in the case of an employee who is excepted from subchapter I of chapter 63 under section 6301(2)(x) through (xiii) of title 5,

United States Code, (which applies to certain high level officers and employees) the days of unused sick leave include any unused sick leave standing to his or her credit when he or she was excepted from this subchapter.

The amendments made by section 1901 apply only to annuities based on a separation from service occurring on or after October 28, 2009.

Questions concerning federal technician retirement may be directed to the HRO Employee Benefits and Services Branch.



“Whether you believe you can, or whether you believe you can’t, you’re absolutely right.”

-Henry Ford

Resume Writing

The purpose of a resume in the private sector is to get an interview, and is more general in nature. However, in the Federal Government, the purpose of a resume is to “show” your qualifications so that you can be “certified” by the Human Resources Office (HRO), by meeting eligibility

requirements. This means that your resume needs to include more specifics and language similar to the vacancy announcement, because the Human Resources Specialist is looking to see if you have the “specialized” or directly related experience requirements of the

position for which you are applying.

Questions regarding federal resume writing may be directed to the Human Resources Staffing Section at (517) 481-7698/7701.





“Change is not merely necessary to life—it is life.”

-Alvin Toffler

New Technician Performance Appraisal System

On 5 November, 2009, General Craig McKinley, Director, National Guard Bureau, signed in to affect the revised Technician Personnel Regulation (TPR) 430, National Guard Technician Performance Appraisal Program. This new regulation mandates that all 54 states and territories implement the new Performance Appraisal Application (PAA) utilizing the following principles:

- 5 Tiered performance appraisal system
- Single annual rating period for the state (1 November - 31 October)
- Mandatory Interim Review
- Automated Performance Appraisal Application

My Biz / My Workplace

My Biz / My Workplace is a web-based Self-Service HR module that grants Technician employees access to their official technician personnel information, and supervisors of technician employees access to their employee's information. These Self-Service HR systems were developed

(PAA) Tool
The Human Resource Office will be offering several PAA training opportunities to the full-time workforce in order to prepare for the 1 November 2010 implementation date for the State of Michigan.

What Changes?

The most significant change to the technician appraisal system is the new 5 tiered rating (level 1 thru 5). This new evaluation method involves the use of critical elements, and performance plans may include between 2 and 10 critical elements. All technician employees in the state will fall under the same annual appraisal cycle (1 Nov–31 Oct), and will receive at least one interim

review during the rating period to track employee progress. The new PAA system also provides an automation tool through use of the My Biz and My Workplace system, streamlining the performance plan and evaluation processes.

What Does Not Change?

Trial/Probationary periods remain in effect under the new PAA system. Communication of performance plans—the automation tool does not replace communication between employees and supervisors.

Employees and supervisors are HIGHLY encouraged to attend PAA training.

based systems, use the following link: <https://compo.dcpds.cpms.osd.mil>



HRO Full-Time Training Events Calendar

Event	Date	Location
Technician Personnel Mgt Course	9-12 March	110th AW, Battle Creek
Michigan Diversity Conference	23 April	Ramada Inn, Lansing
Full-Time Support Conference	13-16 September	To Be Determined
Technician Retirement Training	May (To Be Determined)	To Be Determined
Four Lenses Training	To Be Determined	To Be Determined
Interest Based Negotiations	To Be Determined	To Be Determined
HRO Technician PAA Training	To Be Determined	To Be Determined

Technician Training Request and Completion Procedures

The following procedures apply to requesting and completing technician training:

- Submit SF 182 to HRO Training Section for approval and funds availability.
- Signed SF 182 will be emailed to employee upon approval.
- Approved SF 182 will be used as "substantiating documentation" for DTS authorizations.
- Certificate required in HRO Training Section upon comple-

tion of training.

- HRO Training Staff will enter appropriate information into the "Defense Civilian Personnel Data System" (DCPDS) upon receipt of the "Certificate of Completion" to credit individual for the class.

The SF-182 is part of the official technician training file and is required when attending training for your full-time technician position. This form is also used as a source document, along with your course completion

certificate to update your training record in the Defense Civilian Personnel Data System (DCPDS). Therefore, both are required in order to receive credit for completed technician training.

Questions directed to: Ms. Rose-Anne Barner, (517)481-7693 & SSG Jim Mazur, (517)481-7694

Defense Travel System (DTS) Reminders

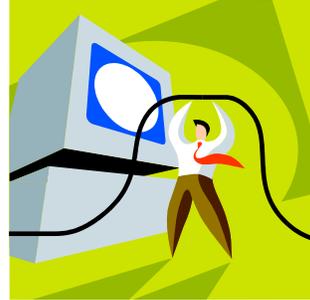
Planning any full-time training or travel? To insure a smoother experience with DTS, please create your requests at least two weeks or more out from your first travel day.

Supporting Documents are also required for DTS travel, such as a copy of an email

authorizing the training or travel, LOI, SF-182, etc., and may be uploaded within the DTS system, or faxed to the central DTS office.

Questions concerning technician DTS may be directed to the HRD section at (517) 481-7694. Questions concerning AGR DTS travel

May be directed to the AGR office at (517) 481-7723.



Diversity in the Workplace

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious

beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity con-

tained within each individual.



“We all should know that diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value no matter what their color.”

-Maya Angelou



Michigan National Guard

Diversity Workshop

“Passport to Diversity”

Date of Event: 23 April 2010 from 0800-1600

Location: Ramada Inn, Lansing

7501W. Saginaw, Lansing MI, (517) 627-3211