

March 2011

**Inside this issue:**

<b>From the Director's Desk</b>	<b>1</b>
<b>Technician New Hire Orientation</b>	<b>1</b>
<b>Labor-Management Partnership Updates</b>	<b>2</b>
<b>Supervisor Training</b>	<b>3</b>
<b>Resume Writing Tips</b>	<b>3</b>
<b>Spotlight—Women's History</b>	<b>4</b>
<b>Employee Benefits</b>	<b>7</b>
<b>Furlough Information</b>	<b>9</b>
<b>Alternate Dispute Resolution</b>	<b>10</b>
<b>Training Events</b>	<b>11</b>
<b>Employee Recognition</b>	<b>12</b>
<b>HRO POCs</b>	<b>17</b>

# Human Resource Newsletter

## From the Director's Desk

Spring is finally here and brings with it a sense of renewal and quest for improved well-being.

This is an optimum time to take advantage of the many health and wellness programs available for Federal employees. Several health and wellness programs and general information may be found by visiting the Office of Personnel Management (OPM) website at:

[www.opm.gov](http://www.opm.gov).

Spring is also an excellent time to build or renew your knowledge.

The Human Resource Office is offering several courses this Spring to include computer skills training, Technician Retirement Training and Military Retirement



(Transition Assistance Program) training, Federal Resume Writing and Subject Matter Specialist Training.

HRO is pleased to offer and contribute so many opportunities for personal and professional growth, and help employees to be successful. Please visit our Human Resource Website at:

[www.mi.ngb.army.mil/hro](http://www.mi.ngb.army.mil/hro) to take advantage of the many training and wellness opportunities available to our Federal employees.

Regards,

Col Rodney Williams, HRO/J1

## Technician New Hire Orientation –New and Improved

Do you remember your first induction to the full-time Technician Program? The Human Resource Office surveyed several Federal technicians and found that the majority could not remember attending a new hire orientation, and many that did could not remember or did not receive vital benefits information and missed out on many available programs and benefits as a result.

HRO incorporated feedback received from our customers and developed a new and improved

Technician new hire orientation program. What's New?

-All Technician New Hires (to include temporary technicians hired over 90 days) attend orientation the first workday (Monday) of a pay period.

-The location of all New Hire Orientation classes is the Reserve Forces Support Center (RFSC), Lansing

- All new hires may access mandatory new hire (pay and personnel

Forms) on the HRO website at: [www.mi.ngb.army.mil/hro](http://www.mi.ngb.army.mil/hro).

The intent of the new program is to provide consistency in educating our new technicians of all the available benefits and programs available to them at the earliest opportunity possible and to alleviate supervisors from the HR paperwork so they can focus on employee training.

Questions regarding technician new hire may be directed to the HRD staff at 517-481-7697/7698.

## Happy Saint Patrick's Day



17 March 2011

*“May Your  
Blessings  
Outnumber the  
Shamrocks that  
grow, And may  
trouble avoid you  
Wherever you go.”*

*‘Irish Blessing*

### **New Army Modern Operating Agreement (MOA)**

The Michigan Army National Guard Labor-Management Partnership has a lot to be proud of—the latest achievement being the signing and approval of a new Army Modern Operating Agreement (MOA).



The new 3-year Labor-Management agreement between

the Adjutant General and the Laborers' International Union of North America (LiUNA), was signed 18 January 2011 during a quarterly Army National Guard State Partnership Council meeting.

(See Photo)

### **Successful Labor-Management Partnerships in Michigan**

The Michigan National Guard operated successfully under Partnership long before President Obama signed the December 2009 Executive Order (E.O.) 13522, establishing Labor-Management Forums.

What is E.O. 13522? In addition to establishing Labor-Management Forums (Partnership Councils) at the National and Local levels, E.O. 13522 provides for Pre-decisional involvement by Labor organizations in workplace matters, to the fullest extent practicable.

The establishment of Michigan Air and Army National Guard Partnership Councils dates back to the 1990's under former President Bill Clinton.



Michigan's Partnership Councils assist in providing input in shap-

ing decisions affecting the full-time Technician workforce. Some contributions include:

- Developing Policies
- Problem Solving
- Dispute Resolution
- Promote Training and Education

For more information on Partnership Councils, please contact the State Labor Relations Specialist at 517-481-7704 or visit our [Labor Relations Page](#).

### **Newly Signed Association of Civilian Technicians (ACT) Agreement**

The Michigan Air National Guard State Partnership Council recently signed a 2-year rollover of the Association of Civilian Technicians (ACT) Agreement.

The 2-year agreement between



The Adjutant General and the Association of Civilian

Technicians was signed 22 March 2011 during a quarterly Air National Guard State Partnership Council meeting .

(See Photo)

## Technician Supervisor Training

Are you a Supervisor of a Federal Technician? If you answered yes, Technician Supervisor Training is a mandatory requirement for your full-time training record.

Why should I attend Supervisor Training? In addition to being mandatory, this course is extremely helpful to both new and seasoned veteran supervisors.

Course topics include:

- Labor Relations/Conduct Management
- Benefits and Retirement
- Classification
- Staffing
- Performance
- Personnel Management

The course is provided by the Human Resource Office and includes instructors from our full-time staff who are resident experts in their fields of expertise.

For more information on Technician Supervisor Training to include dates and locations, visit our [HR Employee Development Page](#) or contact the HRD section at: 517-481-7689/7693/7697/7698

## Resume Writing Tips – 7 Points to Success

Do you struggle with resume writing? The following 7 Points to Success are provided from the Federal Resume Writing Guide:

**Research.** Why are you writing your résumé? Remember to research and use investigative skills in seeking the position description and the particulars of the target job. Words can be motivating and influential. Choose them carefully!

**Review Job Descriptions.** Compile your personal and professional work experience information. Reviewing performance appraisals, job descriptions, and letters of recognition can jog your memory on useful content. Use the information selectively. Fill your résumé with content that is specific to the target job.

**Keep It Reader-Friendly.** Layout your information so that it is pleasing to the eye! Don't stress

too long on format. Writing about your accomplishments is where you want to spend your time.

**Choose The Proper Style Résumé.** Consider the chronological, functional or combination style/format. What does the receiving entity require? Some employers may require a specific format like the chronological resume. Generally, the chronological format is the preferred style for federal résumés.

**Objective Statement.** Don't just crank out résumés! Use objective statements that are specifically written for the target job/ employer (e.g. Objective: NGB Management Analyst where customer service has been rated by States as being outstanding for three years in a row.) Show that you know something about the target employer in your résumé through research and by integrating your experiences/interests

with that employer's mission.

**Length.** The length of the résumé is another choice you will have to make. If you have advanced education and experience, a two page resume will probably fit your needs better. However, remember that you cannot possibly include everything in your résumé. Stay focused on the target job requirements and write to those. Make all your words count!

**Priority for experience and education sections.** Experience sections should come first, before education, in most every case. This is because you have more qualifications developed from your experience than from your education.

And don't forget to read the job announcement for which you are applying THOROUGHLY before completing and submitting your resume.

*“Get over the idea that only children should spend their time in study. Be a student so long as you still have something to learn, and this will mean all your life.”*

*~Henry L. Doherty*



## Spotlight - Women's History

### Did You Know?

### March is Women's History Month

#### Susie King Taylor

Susie King Taylor, Civil War nurse, cook, and laundress, was raised a slave on an island off the coast of Georgia. In April of 1861, Major General Hunter assaulted Fort Pulaski and freed all the slaves in the area, including Mrs. King. When Union officers raised the First South Carolina Volunteers (an all-black unit), Mrs. King signed on as laundress and nurse. Able to read and write, she also set up a school for black children and soldiers.

Mrs. King's experiences as a black employee of the Union Army are recounted in her diary. She wrote of the unequal treatment,

*"The first colored troops did not receive any pay for eighteen months, and the men had to depend wholly on what they received from the commissary...their wives were obliged to support themselves and children by washing for the officers, and making cakes and pies which they sold to the boys in camp. Finally, in 1863, the government decided to give them half pay, but the men would accept none of this... They preferred rather to give their services to the state, which they did until 1864, when the government granted them full pay, with all back due pay."*

Susie King was never paid for her service. She stated *"I was very happy to know my efforts were successful in camp, and also felt grateful for the*

*appreciation of my service. I gave my services willingly for four years and three months without receiving a dollar. I was glad, however, to be allowed to go with the regiment, to care for the sick and afflicted comrades"*.

Following the war, Mrs. King established another school for freed slaves. When her husband, Sergeant Edward King of the First South Carolina Volunteers, died in 1866, she collected a widow's pension. In 1879, she married Russell Taylor. For the remainder of her life, she continued her advocacy for black Civil War troops.

## Women's History Month



### Did You Know?

#### Cathay Williams (William Cathey)

Immediately following the Civil War, William Cathey enlisted in the United States Regular Army in St. Louis, Missouri. William Cathey, intending to serve three years with the 38th US Infantry, was described by the recruiting officer as 5'9" with black eyes, black hair, and a black complexion. The cursory examination by an Army physician missed the fact that William was actually Cathay Williams, a woman.

"William Cathey" served from November 15, 1866, until her discharge with a surgeon's certificate of disability on October 14, 1868. Despite numerous and often lengthy hospital

stays during her service, her sex was not revealed until June 1891, when Cathay Williams applied for an invalid pension and disclosed her true identity. She did not receive the pension, not because she was a woman, but because her disabilities were not service related. Cathay was probably the first black woman to serve in the US Regular Army.

## Spotlight - Women's History

### Did You Know?

*March is Women's History Month*

### Women's Suffrage Movement

The origins of the National Woman's Party (NWP) date from 1912, when Alice Paul and Lucy Burns, young Americans schooled in the militant tactics of the British suffrage movement, were appointed to the National American Woman Suffrage Association's (NAWSA) Congressional Committee. They injected a renewed militancy into the American campaign and shifted attention away from state voting rights toward a federal suffrage amendment. At odds with NAWSA over tactics and goals, Paul and Burns founded the Congressional Union for Woman Suffrage (CU) in April 1913, but remained on NAWSA's Congressional Committee until December that year. Two months later, NAWSA severed all ties with the CU.

The CU continued its aggressive suffrage campaign. Its members held street meetings, distributed pamphlets, petitioned and lobbied legislators, and organized parades, pageants, and speaking tours. In June 1916 the CU formed the NWP, briefly known as the Woman's Party of Western Voters. The CU continued in states where women did not have the vote; the NWP existed in western states that had passed women's suffrage. In March 1917 the two groups reunited into a single organization—the NWP.

In January 1917 the CU and NWP began to picket the White House. The government's initial tolerance gave way after the United States entered World War I. Beginning in June 1917, suffrage protestors were arrested, imprisoned, and often force-fed when they

went on hunger strikes to protest being denied political prisoner status. The NWP's militant tactics and steadfast lobbying, coupled with public support for imprisoned suffragists, forced President Woodrow Wilson to endorse a federal woman suffrage amendment in 1918. Congress passed the measure in 1919, and the NWP began campaigning for state ratification. Shortly after Tennessee became the 36th state to ratify women's suffrage, the 19th Amendment was signed into law on August 26, 1920.

Once suffrage was achieved, the NWP focused on passing an Equal Rights Amendment. The party remained a leading advocate children and soldiers.

### Did You Know?

### Women Serving During World War II

It was not until World War II (1942) that women were officially allowed to serve in great numbers in the armed forces. The Army had the Women's Army Corps (WAC); the Navy had Women Accepted for Volunteer Emergency Service (WAVES); and the Coast Guard had the SPARS. The majority of African-American women served in the WAC. They remained in segregated units, as did the African-American men. Although the Navy intended to increase the number of African-Americans to 10 percent, there were still less than 50 Black WAVES by 1945. The U.S. Coast Guard had even less in the SPARS.

Out of the highest number of women in the military during this period (271,000), only 4,000 were African-American women, simply because there just weren't any opportunities for them.

African-American women continued to serve from the Korean Conflict through Viet Nam to Operation Desert Storm. During WWII the first all black WAC group to serve overseas was the 6888th Postal Unit in England and then France. Here Major Charity Adams reviews the troops in Birmingham England. (National Archives).



## Spotlight - Women's History Month

### Did You Know?

#### Military Firsts



- March 8, 1945, Phyllis Mae Daily, the first Black nurse was sworn into the Navy Nurse Corps in New York City.
- February 12, 1948, the first Black nurse joined the Regular Army Nurse Corps.
- In July 1974, Reverend Alice Henderson was commissioned as a chaplain, becoming the first female chaplain, Black or White.
- Also in July 1974, five Black women out of a group of 15 women became cadets at the U.S. Merchant Marine Academy.
- In May 1975, Lieutenant Donna P. Davis became the first Black woman doctor in the Naval Medical Corps.
- In November 1979, Second Lieutenant Marcella A. Hayes is the fifty-fifth woman out of 48,000 officers to graduate from the Army Aviation School in Ft Rucker, Alabama. She became the first Black woman pilot in the U.S. armed forces.
- In September 1979, Hazel Winifred Johnson became the first Black woman promoted to the rank and position of Brigadier General, Chief of the Army Nurse Corps
- In December 1980, Ensign Brenda Robinson became the first Black female aviator in the U.S. Navy assigned to the Fleet Logistics Squadron Forty in Norfolk, Virginia. On May 18, 1983, Angela Dennis of Arkansas became one of the first two Black women to graduate from the United States Coast Guard Academy in New London, Connecticut.

## Test Your Knowledge - Women's History

**Q: Who was Margaret Brent:**

1. First Woman to Request the Vote
2. First African American Woman Political Writer
3. Pioneer Scientist
4. All of the above

A: \_\_\_\_\_

**Q: Belva A. Lockwood was the:**

1. First Woman Admitted to Bar of U.S. Supreme Court 1830 - 1917
2. One Known as The Invisible First Lady
3. The First Lady Called "Lady Bird"
4. First Wife of Henry VIII A.D. 1485 -1536

A: \_\_\_\_\_

**Q: Mary Todd Lincoln was known as the:**

1. Mother of the Theory of Relativity
2. First Woman Chief of the Cherokee Nation
3. The Emancipator's Lady
4. "The Boss"

A: \_\_\_\_\_

*If you would like to learn more about Women's History please utilize the World Wide Web or your local library and historic institutions to enhance your knowledge.*



01 April 2011

*Technician Benefits and Retirement Change Submissions must be done through the Electronic Benefits Information System (EBIS).*

*Click below to access EBIS at:*

[Army Benefits Website](#)

## Federal Employees Health Benefits Smoking Cessation Benefits

There has never been a better time to quit smoking! All Federal Employee Health Benefits (FEHB) plans now offer 100% coverage to help you quit.

Visit the OPM Website at [www.opm.gov/quitsmoking](http://www.opm.gov/quitsmoking) to learn more about available smoking cessation benefit programs and to answer several questions to include:

- What is the benefit?
- Why would I want to quit smoking?



- Do I have to be covered under an FEHB Program health plan to have access to the benefit?
- Do I need a prescription to receive over-the-counter medications with no co-pays or co-insurance?
- How can I find a provider?
- Does the benefit cover smokeless tobacco?
- Will I have access to the benefit no matter what FEHB plan I'm enrolled in?
- Are there any other resources available to help me quit?
- How can the new tobacco cessation benefit help me quit for good?
- What drugs are covered under the benefit?

## Federal Long Term Care Insurance Program (FLTCIP)

Open Season for Federal Long Term Care Insurance Program (FLTCIP) to enroll or make changes in FLTCIP is April 4 - June 24, 2011.

Eligible employees for FLTCIP include:

1. Federal employees in positions that convey eligibility for the Federal Employees Health Benefits Program (whether or not they are actually enrolled in FEHB).
2. Active Members of the Uniformed Services who are on active

duty or full-time National Guard duty for more than 30 days.

Long term care is personal care and other related services provided on an extended basis to people who need help with specific everyday activities (called activities of daily living) or who need supervision due to a severe cognitive impairment, such as Alzheimer's disease. Regardless of the setting-home, assisted living facility, or nursing home-long term care can be expensive and making decisions about long term care can be difficult. The FLTCIP program can help.

Many people think that long term care is covered by traditional medical insurance plans. Its important to know that long term care expenses generally are not covered by the Federal Employees Health Benefits Program (FEHB), TRICARE, TRICARE for Life, or by disability income insurance. While Medicare covers some care in nursing homes and at home, it does so only for a limited time and is subject to restrictions.

For additional information visit [www.LTCFEDS.com](http://www.LTCFEDS.com)





## OPEN SEASON

### Federal Long Term Care In- surance Program (FLTCIP)

Long Term Care  
will be having an

open season

*4 April 2011—*

*24 June 2011*

*Visit*

[www.LTCFEDS.com](http://www.LTCFEDS.com)

*or*

*call 1-800LTC-FEDS*

*(1-800-582-3337)*

## Federal Employees Group Life Insurance (FEGLI) Changes

Changes to the Federal Employees Group Life Insurance:

The time frame to elect coverage for Federal Employee Group Life Insurance (FEGLI) for newly hired or for a Life Qualifying Event has been extended from 31 days to 60 days.

Per Benefits Administration Letter (BAL) 11-201 attachments 1 and 2 new regulations have been enacted. In addition there is a onetime election for Options B and C. You can choose no reduction or you can choose mixed reductions.

Example if you have three multiples of option B and three multiples of C you can choose to reduce option B to one multiple and leave option C at 3.

There is no second election at age 65. For more information on FEGLI you can visit the website at [www.opm.gov/insure/life](http://www.opm.gov/insure/life).



## Technician Retirement Information

The IRS has published the 2011 tax withholding tables. Many retirees may see an increase in the amount of federal tax being withheld from their monthly annuity payments.

The Making Work Pay tax credit expired 12/31/2010. The tax withholding tables published by the IRS were adjusted to provide for the correct withholding amounts without this credit. The withholding changes affect the 2/1/2011 and subsequent annuity payments.

Annuitants may instruct OPM to change their tax withholding by calling the OPM Retirement Information Office at 1-888-767-6738. There is an on-line calculator to estimate the amount of Federal tax withheld. The website is: [www.servicesonline.opm.gov](http://www.servicesonline.opm.gov)

For information regarding Federal income tax; annuitants can visit the IRS website at [www.irs.gov](http://www.irs.gov) or call the IRS at 1-800-829-1040.



# Happy Easter



24 April 2011

*“Easter spells  
out beauty, the  
rare beauty of  
new life.”*

*‘S.D. Gordon*

## Technician Furlough Information

Furlough information is being provided as a precautionary measure to educate our full-time workforce on furlough provisions and related benefits information. All full-time employees should review the latest furlough information to educate themselves on the provisions that may apply.

HRO will pass along any updates we receive regarding extension of the Continuing Resolution Authority (CRA) /Budget and furlough information. Below are some questions and answers concerning furlough information:

**Q What is a Furlough?**

A The placing of an employee in a temporary non-duty/non-pay status because of lack of work or funds.

**Q What Technician Personnel Regulation (TPR) covers furloughs of 30 calendar days or less (22 workdays when days on furlough are not continuous)?**

A TPR 715, Section 3-7

**Q Is there a requirement to notify technicians in advance of being furloughed?**

A Notices of furloughs should be given to affected

technicians at least 24 hours before the furlough is effected. However, if emergencies or unforeseen circumstances prevent issuance of advance written notice, notify technician orally, and follow up with written notice as soon as possible.

**Q What information should be included in the notice?**

A There are 3 items of information required: (1) reason(s) for the furlough, (2) estimated length of the furlough, and (3) right to have the furlough action reviewed by The Adjutant General.

**Q Is a furlough or leave without pay (LWOP) considered a break in service?**

A No, both mean the employee is in a non-pay, non-duty status for those days/hours. However, extended furlough or LWOP may affect the calculation of creditable service for certain purposes.

**Q To what extent does non-pay status affect civil service benefits and programs?**

A Non-pay status (which includes furlough, leave without pay, absence without leave, and suspension) is credited as follows:

- For career tenure, the first 30 calendar days of each non-pay period is creditable service.
- For completion of probation,

an aggregate of 22 workdays in a non-pay status is creditable service.

- For time-in-grade requirements, non-pay status is creditable service.

- For retirement purposes, an aggregate non-pay status of 6 months in any calendar year is creditable service. Coverage continues at no cost to employees in a non-pay status.

- For health benefits, enrollment continues for no more than 365 days in a non-pay status. The Government contribution continues while employees are in a non-pay status. The Government is also responsible for advancing from salary the employees share as well. The employee can choose between paying the agency directly on a current basis or having the premiums accumulate and be withheld from his or her pay upon returning to duty.

- For life insurance, coverage continues for 12 consecutive months in a non-pay status without cost to the employees or the agency.

**Q Are employees entitled to unemployment compensation while on furlough?**

A It is possible that employees may be eligible for unemployment compensation. Unemployment eligibility information will be provided in furlough notices.



## FREE CREDIT REPORT

As a reminder, you are allowed to check your credit report once a year free of charge. The only true “free annual report” is available at

[www.annualcreditreport.com](http://www.annualcreditreport.com)



### *Thrift Savings Plan (TSP) News*

On 31 December 2010 the L 2010 fund closed. If you did not make any election to another fund your contributions automatically went to the Income fund. If you wish to make changes or change your contribution allowance you can go to TSP ([www.tsp.gov](http://www.tsp.gov)) and make this correction.

## Alternate Dispute Resolution (ADR)

Have you ever experienced a work related issue / dispute and wondered what options could be used to resolve it?

Alternate Dispute Resolution (ADR) provides several options / methods for resolving disputes.

Alternate Dispute Resolution (ADR) is an inclusive term used to describe a variety of joint problem-solving processes that present options in lieu of adjudicative or adversarial methods of resolving conflict. ADR encourages the consideration of creative solutions to disputes that are unavailable in traditional dispute resolution forums. It encourages communication between the parties and focuses on the parties' real interests, rather than on their positions or demands, enabling them to address the real concerns underlying the conflict.

**Characteristics of ADR.** Regardless of the specific ADR process, the following characteristics are common to all.

(1) Voluntary - the parties choose to use ADR

(2) Expeditious - avoids components of litigation that prolong and delay dispute resolution.

(3) Controlled by the Parties - the dispute is handled and resolved through an ADR agree-



ment in which the parties choose the process, outline the specific steps of the process, and establish time frames for each step.

(4) Non-judicial - rather than turning the case over to a third-party decision maker who has no stake in the outcome of the dispute, ADR decision making is in the hands of the parties to the dispute - the stakeholders.

### Benefits of ADR

- (1) Reduces the cost of litigation
- (2) Avoids delays by protracted litigation
- (3) Recognizes the need to maintain a harmonious relationship
- (4) Shifts the focus of decision making from legal to a business perspective.

### Types of ADR

ADR may be provided in the following forms:

- Facilitation
- Mediation
- Interest Based Bargaining

For more information on ADR and how to request assistance in resolving a dispute, contact the Labor Relations Specialist at 517-481-7704 to learn about the process and procedures of ADR.

## HRO Full-Time Training Events Calendar

Event	Date	Location
Technician Retirement/EBIS Seminars	5-7 April	110th AW, Battle Creek
Transition Assistance Program (TAP) Seminar	5-8 April	RFSC (DLC), Lansing
State Diversity Seminar	1 June	Fort Custer, Augusta
Technician Supervisor Training	7-9 June	127th WG, Selfridge
Financial Literacy	22 June	Battle Creek
Technician Retirement/EBIS Seminars	28-30 June	Camp Grayling
New Hire Orientation	Every Pay Period	Lansing

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

### *Michigan National Guard Diversity Seminar*

*Save the Date for the  
MING Annual Diversity  
Seminar*

*Date: 01 June 2011*

*Location: Fort Custer  
Education Center, Augusta*





## CONGRATULATIONS ON A JOB WELL DONE!

### *Technician Incentive Awards December 2010—February 2011*

<b>Employee Name</b>	<b>Awd Type</b>	<b>Employee Name</b>	<b>Awd Type</b>
BEDARD, SHERI A	QSI	BASTIEN, RICHARD T	TIME OFF AWARD
BROOKS, DAVID A	QSI	BATES, ERIC B	TIME OFF AWARD
CARTER, DAVID S	QSI	BATES, TODD D	TIME OFF AWARD
GROLL, JR, PHILLIP P	QSI	BEBEE, RANDOLPH S	TIME OFF AWARD
HAMM, BARBARA M	QSI	BECK, MICHAEL D	TIME OFF AWARD
HARRIS, HELEN A	QSI	BERRY, DONALD E	TIME OFF AWARD
HENRY, DOUGLAS J	QSI	BISH, DANIEL A	TIME OFF AWARD
LABRUZZY, MICHAEL R	QSI	BISHOP, MICHAEL W	TIME OFF AWARD
MCKENDRY, ROYCE R	QSI	BOYD, KENNETH L	TIME OFF AWARD
NICHOLSON, DAVID M	QSI	BRADSHAW, JASON D P	TIME OFF AWARD
PAULSON, KEVIN C	QSI	BROOKS, DAVID A	TIME OFF AWARD
PAWLOSKI, MATTHEW D	QSI	BROWN, STEVEN K	TIME OFF AWARD
PRETZEL, MICHAEL W	QSI	BURL, RICHARD C	TIME OFF AWARD
SCHMIDT, EDWARD A	QSI	BURRIS, WENDY R	TIME OFF AWARD
TEAR, CHRISTOPHER M	QSI	BUSNIEWSKI, KEVIN A	TIME OFF AWARD
URBAN, MICHAEL P	QSI	BUSSARD, PAUL D	TIME OFF AWARD
WARREN, JR, GARY G	QSI	CAMPBELL, MICHAEL D	TIME OFF AWARD
WESSEL, JOSHUA J	QSI	CARLSON, MICHAEL S	TIME OFF AWARD
WHITENER, TATE L	QSI	CHANDLER, DARRALYN M	TIME OFF AWARD
GOODHUE, BRIAN P	SUGGESTION AWD	CLINE, MICHAEL A	TIME OFF AWARD
HUGHES, JOHN J	SUGGESTION AWD	COLLINS, BRUCE S	TIME OFF AWARD
ADAIR, CHRISTOPHER A	TIME OFF AWARD	CONE, MARK E	TIME OFF AWARD
AGLE, ANTHONY A	TIME OFF AWARD	CORSTON, LLOYD E	TIME OFF AWARD
ALTHEIDE, DOUGLAS E	TIME OFF AWARD	COTTLE, MICHAEL A	TIME OFF AWARD
ALVARADO, WILLIE J	TIME OFF AWARD	CRANE, STEVEN J	TIME OFF AWARD
AMALA, ANDREW R	TIME OFF AWARD	CRAWFIS, MARK J	TIME OFF AWARD
ANDERSON, KEITH S	TIME OFF AWARD	CRAWFORD, STEVEN M	TIME OFF AWARD
ANDERSON, WILLIAM P	TIME OFF AWARD	CRULL, LEONARD C	TIME OFF AWARD
ANDINO, JR, FELIX V	TIME OFF AWARD	DANIEL, THELMA NMN	TIME OFF AWARD
APIGO, JR, MARVIN S	TIME OFF AWARD	DAVIDSON, BARTON C	TIME OFF AWARD
BADALOW, JEFFREY R	TIME OFF AWARD	DAVIS, JEFFREY D	TIME OFF AWARD
BAILEY, MARK A	TIME OFF AWARD	DEMAREE, LYNN K	TIME OFF AWARD
BAKER, II, VICTOR F	TIME OFF AWARD	DEUR, AARON M	TIME OFF AWARD
BARRIGER, DENNIS J	TIME OFF AWARD	DILLOW, RANDEL W	TIME OFF AWARD
		DOREN, TRENTEN C	TIME OFF AWARD



## CONGRATULATIONS ON A JOB WELL DONE!

### *Technician Incentive Awards December 2010—February 2011*

<b>Employee Name</b>	<b>Awd Type</b>	<b>Employee Name</b>	<b>Awd Type</b>
DORRIS, JAMES A	TIME OFF AWARD	HOWARD, DAVID J	TIME OFF AWARD
DOSS, GREGORY L	TIME OFF AWARD	HUMPHREY, RODDY L	TIME OFF AWARD
DOWNEY, JAMES F	TIME OFF AWARD	HUTCHISON, JEFFREY A	TIME OFF AWARD
DUBOIS, MARK A	TIME OFF AWARD	HYDE, FREDERICK C	TIME OFF AWARD
ELLIS, CHADWICK J	TIME OFF AWARD	INKS, BRANDON C	TIME OFF AWARD
ELLIS, DALE T	TIME OFF AWARD	IVEY, JAMES A	TIME OFF AWARD
ELSHOLZ, JOSHUA S	TIME OFF AWARD	IWEN, BRIAN K	TIME OFF AWARD
ELWART, MICHAEL J	TIME OFF AWARD	JAMES, III, JESSE L	TIME OFF AWARD
EMMENDORFER, MARK A	TIME OFF AWARD	JAUW, ALAN E	TIME OFF AWARD
FIOLEK, MICHAEL JAMES	TIME OFF AWARD	JENKINS, DONALD C	TIME OFF AWARD
FISHER, JR, RICHARD A	TIME OFF AWARD	JONES, LOUIS A	TIME OFF AWARD
FORTNER, ANDREW J	TIME OFF AWARD	JONES, STEVEN J	TIME OFF AWARD
FOURNIER, MELINDA J	TIME OFF AWARD	JORAE, KEVIN C	TIME OFF AWARD
FREDRICKS, JOSEPH R	TIME OFF AWARD	KALAFATIS, NIKITAS	TIME OFF AWARD
FULLER, APRIL A	TIME OFF AWARD	KANE, JAMES A	TIME OFF AWARD
FULLER, KATHY L	TIME OFF AWARD	KARNS, JOHN J	TIME OFF AWARD
FURNAS, JOHN J	TIME OFF AWARD	KELLY, TIMOTHY S	TIME OFF AWARD
GAY, MICHAEL T	TIME OFF AWARD	KERR, III, MICHAEL G	TIME OFF AWARD
GIBBS, RICHARD L	TIME OFF AWARD	KERR, MICHAEL D	TIME OFF AWARD
GILLHAM, DOLORES E M	TIME OFF AWARD	KETCHUM, MICHAEL ROGER	TIME OFF AWARD
GOOTEE, JOSEPH EVAN	TIME OFF AWARD	KIRLEY, PETER J	TIME OFF AWARD
GORDON, DANIEL W	TIME OFF AWARD	KLEIS, PHILIP H	TIME OFF AWARD
GRASZLER, STEPHEN J	TIME OFF AWARD	KOPCHIA, WILLIAM C	TIME OFF AWARD
GRAVES, RANDY L	TIME OFF AWARD	KOZMINSKE, GARRETT L	TIME OFF AWARD
GROVER, DANIEL M	TIME OFF AWARD	KOZOLE, PAUL E	TIME OFF AWARD
HALL, CHARLES E	TIME OFF AWARD	KUEHNE, AARON C	TIME OFF AWARD
HANCOX, PATRICK E	TIME OFF AWARD	KUEHNE, DANIEL T	TIME OFF AWARD
HARRIS, BRIAN A	TIME OFF AWARD	LAGORE, ANTHONY A	TIME OFF AWARD
HARRIS, DAVID L	TIME OFF AWARD	LANCASTER, JAMES C	TIME OFF AWARD
HART, JAMES E	TIME OFF AWARD	LANGLOIS, CHARLES R	TIME OFF AWARD
HENRY, DOUGLAS J	TIME OFF AWARD	LARSEN, CHRISTOPHER J	TIME OFF AWARD
HOMROCK, JR, EDWARD L	TIME OFF AWARD	LETKE, DAVID W	TIME OFF AWARD
HORTON, DUANE R	TIME OFF AWARD	LIGGINS, ANTHONY C	TIME OFF AWARD
		LINDSAY, TRACY D	TIME OFF AWARD



## CONGRATULATIONS ON A JOB WELL DONE!

### *Technician Incentive Awards December 2010—February 2011*

<b>Employee Name</b>	<b>Awd Type</b>	<b>Employee Name</b>	<b>Awd Type</b>
LONG, CRISTY M	TIME OFF AWARD	PETERSEN, JR, CHARLES J	TIME OFF AWARD
LUSK, BRIAN W	TIME OFF AWARD	PICKETT, LAWRENCE R	TIME OFF AWARD
LUSK, REBECCA L	TIME OFF AWARD	PITTS, KATHLEEN G	TIME OFF AWARD
MACK, KEVIN M	TIME OFF AWARD	PLUNGER, ROBERT A	TIME OFF AWARD
MALLISON, JEFFREY A	TIME OFF AWARD	POLASKI, STEVEN P	TIME OFF AWARD
MARSH, TIMOTHY D	TIME OFF AWARD	POUNDERS, DARRELL B	TIME OFF AWARD
MARTIN, DOROTHEA E	TIME OFF AWARD	PRANGER, JOSEPH J	TIME OFF AWARD
MATHEWS, JAMES C	TIME OFF AWARD	PREW, JR, CLIFFORD W	TIME OFF AWARD
MCCARTY, DAVID J	TIME OFF AWARD	PRIMEAU, III, WILFRED A	TIME OFF AWARD
MCCARTY, PATRICK J	TIME OFF AWARD	RAMSEY, MICHAEL A	TIME OFF AWARD
MCCOY, JAMIE A	TIME OFF AWARD	RAY, GARY E	TIME OFF AWARD
MCDEVITT, KEVIN T	TIME OFF AWARD	REMY, WAYNE F	TIME OFF AWARD
MCGOWAN, DAVID P	TIME OFF AWARD	RENDON, ANTHONY	TIME OFF AWARD
MCKINNEY, ROBERT J	TIME OFF AWARD	ROBINSON, LESTER S	TIME OFF AWARD
MELTON, JR, RUSSELL R	TIME OFF AWARD	RODRIGUEZ, ANDREW M	TIME OFF AWARD
MERCER, MELISSA A	TIME OFF AWARD	ROSKAMP, MITCHELL M	TIME OFF AWARD
METZ, WARREN A	TIME OFF AWARD	ROTTMAN, RAYMOND E	TIME OFF AWARD
MINER, JOHN R	TIME OFF AWARD	RUBY, JEREMI D	TIME OFF AWARD
MITCHELL, PETER D	TIME OFF AWARD	SACK, ROBERT J	TIME OFF AWARD
MITCHELL, ROBERT J	TIME OFF AWARD	SALADINE, ANTHONY J	TIME OFF AWARD
MODLINSKI, ADAM	TIME OFF AWARD	SARVER, MARK W	TIME OFF AWARD
MYERS, DAVID W	TIME OFF AWARD	SASSE, STEVEN C	TIME OFF AWARD
NEAR, TIMOTHY E	TIME OFF AWARD	SCHMIDT, EDWARD A	TIME OFF AWARD
NESSAN, TIMOTHY J	TIME OFF AWARD	SCHNEIDER, DANNIEL J	TIME OFF AWARD
NICHOLSON, DAVID M	TIME OFF AWARD	SEELY, DAVID V	TIME OFF AWARD
NIESE, BRADLEY D	TIME OFF AWARD	SELON, THOMAS R	TIME OFF AWARD
NOBERT, PHILIP G	TIME OFF AWARD	SEVER, JOHN P	TIME OFF AWARD
NOOT, PETER J	TIME OFF AWARD	SHAPARDON, CHRISTOPHER L	TIME OFF AWARD
NOVAK, MARK T	TIME OFF AWARD	SHELDON, JOSHUA J	TIME OFF AWARD
OKKONEN, JOHN P	TIME OFF AWARD	SHERWOOD, CAMIE M	TIME OFF AWARD
OTTO, STEPHAN K	TIME OFF AWARD	SHICK, RYAN Z	TIME OFF AWARD
PAWLOSKI, MATTHEW D	TIME OFF AWARD	SITZER, TIMOTHY L	TIME OFF AWARD
PEREZ, RICHARD M	TIME OFF AWARD	SKIDMORE, AMY M	TIME OFF AWARD
PETERSEN, JOHN T	TIME OFF AWARD	SKIDMORE, IAN J	TIME OFF AWARD
		SNYDER, STEPHANIE K	TIME OFF AWARD



**CONGRATULATIONS ON A JOB WELL DONE!**  
***Technician Incentive Awards***  
***December 2010—February 2011***

<b>Employee Name</b>	<b>Awd Type</b>	<b>Employee Name</b>	<b>Awd Type</b>
SPALDING, MICHAEL B	TIME OFF AWARD	WEATHERBEE, PATRICK A	TIME OFF AWARD
STAUP, MATTHEW G	TIME OFF AWARD	WEIR, MICHAEL R	TIME OFF AWARD
STEAVENS, ROBERT A	TIME OFF AWARD	WEITZEL, MICHAEL L	TIME OFF AWARD
STRONG, EDWARD C	TIME OFF AWARD	WELCH, JARED W	TIME OFF AWARD
STRONG, RANDY C	TIME OFF AWARD	WELSHEIMER, RONALD D	TIME OFF AWARD
STUBBINS, TIMOTHY R	TIME OFF AWARD	WHIPPLE, DANIEL J	TIME OFF AWARD
SWIX, JEFFREY B	TIME OFF AWARD	WHITE, JARRIT D	TIME OFF AWARD
TAYLOR, KEONI L	TIME OFF AWARD	WHITE, JOHNNY C	TIME OFF AWARD
THOMAS, DAVID S	TIME OFF AWARD	WHITMOYER, DANIEL S	TIME OFF AWARD
THOMAS, MICHAEL T	TIME OFF AWARD	WHITTENBURG, WILLIAM B	TIME OFF AWARD
THORPE, III, JOHN D	TIME OFF AWARD	WILCOX, ROBERT R	TIME OFF AWARD
THURSTON, GARY D	TIME OFF AWARD	WILDER, RICHARD L	TIME OFF AWARD
TORRES, III, FERNANDO L	TIME OFF AWARD	WILDEY, TONY J	TIME OFF AWARD
TRUDGEON, PHILIP R	TIME OFF AWARD	WILKINS, JOSHUA W	TIME OFF AWARD
TRUDGEON, RENE D	TIME OFF AWARD	WINIARSKI, MAC R	TIME OFF AWARD
TRYGSTAD, ERIKSEN D	TIME OFF AWARD	WRIGHT, DAVID M	TIME OFF AWARD
TUREK, JASON C	TIME OFF AWARD	WUELFING, MATTHEW A	TIME OFF AWARD
TYNISMMAA, CARL A	TIME OFF AWARD	WYRZYKOWSKI, BRIAN C	TIME OFF AWARD
URBAN, MICHAEL P	TIME OFF AWARD	ZAHM, TIMOTHY M	TIME OFF AWARD
VAN-Y, MICHAEL J	TIME OFF AWARD	ZUKE, JULIE L	TIME OFF AWARD
VAUGHT, MARK D	TIME OFF AWARD		
VICKERY, KYLE A	TIME OFF AWARD		
WADE, JAMES P	TIME OFF AWARD		
WALDORF, MATTHEW A	TIME OFF AWARD		
WALLACE, KEENON M	TIME OFF AWARD		
WALTON, MICHAEL D	TIME OFF AWARD		



**WELCOME TO THE FULL-TIME WORKFORCE!**  
***Technician and AGR Hires/Appointments***  
***December 2010—February 2011***

<b>Employee Name</b>	<b>Employee Type</b>	<b>Employee Name</b>	<b>Employee Type</b>
BARRICK, KATHRYN K	TECHNICIAN	VANDEN BOSCH, THOMAS	TECHNICIAN
BLODGETT, JENNY L	TECHNICIAN	ADRIAN JONATHOAN P	AGR
CHILDERS, DAMON J	TECHNICIAN	ALVARENGA MICHIKO	AGR
COBB, BRIAN G	TECHNICIAN	AKINS VIRGIL T	AGR
COX, EARL G.	TECHNICIAN	BUTTON BRANDON	AGR
CREECH, NATHAN G	TECHNICIAN	DEROSO SHANE M	AGR
DITTMAN, WILLIAM R	TECHNICIAN	DRUMWRIGHT DANIEL C	AGR
ISON, JENNIFER L	TECHNICIAN	HERRICK SHANE D	AGR
KETTLEHUT, KEVIN W	TECHNICIAN	HOUGHTALING SUE A	AGR
MERRIMAN, ERIC A	TECHNICIAN	LOEKS WILLIAM G	AGR
PRESTEGAARD, DEAN M	TECHNICIAN	SONDAY JEFFREY T	AGR
PRITCHETT, BRANDON E	TECHNICIAN	WILSON TRAVIS L.R.	AGR
SPIECH, BRADLEY A	TECHNICIAN		

**THANK YOU FOR YOUR DEDICATED SERVICE!**  
***Technician and AGR Retirements***  
***December 2010—February 2011***

<b>Employee Name</b>	<b>Employee Type</b>
BRADLEY, WILLIAM	TECHNICIAN
EDWARDS, KEITH	TECHNICIAN
FROCK, BRUCE	TECHNICIAN
HANSFORD, JOHN	TECHNICIAN
IRWIN, KIMBERLY	TECHNICIAN
MACARTHUR, ARTHUR	TECHNICIAN
MCGILPIN, RICHARD	TECHNICIAN
MOSS, SANDRA	TECHNICIAN
PORTER, RICKY	TECHNICIAN
RHOUTSONG, DAVID	TECHNICIAN
STUART, JEFFERY	TECHNICIAN
SZYMANSKI, KENNETH	TECHNICIAN
WARMBEIN, ROBERT	TECHNICIAN
BOWEN, LOYD T	AGR
FLUHARTY JUSTIN	AGR
KIK THOMAS	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 Specialist*.....(517) 481-7707

*Benefits Assistant* .....(517) 481-7705

### Human Resource Information Systems

*Information Systems Specialist* (517) 481-7728

*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