



HRO NEWSLETTER

New Mexico National Guard

1st Quarter Issue #1

JAN-MAR 2007

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Technician Branch Manager

FROM THE DESK OF THE SHRS



Welcome to the 1st Quarter edition of the 2007 HRO newsletter. With a new year upon us, the HRO is gearing up for some exciting changes, updates, and improvements that are going to occur within the HR area. One such change is the implementation of the National Security Personnel System (NSPS) currently scheduled for October of 2007. When our agency converts to NSPS, we are anticipating that all non-bargaining positions will be converted to the new system automatically. Technicians affected by the conversion will be moved to an appropriate career group, occupational code, pay schedule and pay band based on their permanent position of record. An important point for all individuals is that your position converts to NSPS without a loss of pay. Prior to conversion, the NSPS Training Team conduct training sessions for all technicians scheduled to convert in October. These training sessions will be required prior to conversion in addition to on-line training courses. All technicians will be required to complete the NSPS 101 training course available on the web at http://www.cpms.osd.mil/nsps/training_employee.html. Managers/Supervisors and Senior Leadership will have additional course requirements which are listed on the web at <http://www.cpms.osd.mil/nsps/training.html>. We recommend that you start learning about NSPS now and take advantage of the on-line soft skills training available to assist you in the conversion. Army and Air personnel can access the soft skills training by following the steps below:

Army Employees

1. <https://www.us.army.mil>
 2. AKO
 3. log in with CAC
 4. go to Self Service at the top of the page and a drop down list will appear
 5. click on My Training
 6. scroll down until you see Army E-Learning (right side) click
 7. left side you will see a link (<https://usarmy.skilport.com>) click on it
 8. log in again
 9. up at the top of the page you will see the search engine click inside.
 10. type in the course number that you are requesting to take and enter.
 11. the course name will appear click on it.
- (if you can not get in through AKO type in the [https](https://www.us.army.mil) link provided above and it should go straight to the course page).

Air Force Employees

1. <https://www.my.af.mil>
2. log in with CAC.
3. scroll down to about middle of page click on IT-E Learning (mil/civ) which is located under the topic: Top Viewed: Training
4. when the screen appears you will see Skill Port.
5. up at the top of the page you will see the search engine click inside.
6. type in the course number that you are requesting to take and enter.
7. under Courses the course name will appear
8. click on the course and it takes you to the screen to either play/add/download the course.

If you have any questions concerning NSPS, please contact me at 474-1283 or DSN 867-8283. If you have issues or topics that you would like us to address in future editions of this newsletter, please send them to our attention.



EMPLOYEE DEVELOPMENT SECTION

SMSgt Ray Flores

þ The Mid-Career Planning Seminar is scheduled for 19-20 June 2007, (FERS only). Location: RTI Training Classroom, room to be determined. Announcement and application procedures will be placed on the Intranet and emailed to supervisors, directorates and group commanders, and emailed to all users.

þ The USDA Graduate School 3-day “Leadership Essentials” course is scheduled for 25-26-27 July, 2007. This course is geared toward senior leadership. Announcement and application procedures will be placed on the Intranet and emailed to supervisors, directorates and group commanders. Please submit your DD Form 1556 (Short Form) to HRDS by COB 18 May 2007).

FTS Prioritization Process (Six Sigma Process Improvement):

Please submit your training requests to HRDS no later than 30-60 prior to class start. Any DD Form 1556s received outside the appropriate window will be returned without action. 30-days for non-government or non-PEC training. 60-days for all NG-PEC ATRRS required course. Ensure there is a quota source and provide all pertinent background information.

How does the committee prioritize training for an equitable distribution of funds? In a limited funding environment, technician training requests are individually weighed against 5 criteria: (1) Applicability of Training, (2) Relevance to the Position, (3) Training Priority, (4) Cost Effectiveness, and (5) Purpose. Each criterion uses a 10-point spread which is totaled by a percentage weight producing a Total Weighed Point used to help rank and prioritize the training, thus resulting in separating the “vital few” from the “significant many”. Contact HRDS for more information.

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EMPLOYEE BENEFITS SECTION

Liz Perry

SFC Cecilia Chavez



Your EAP Newsletter brought to you by



Sleep Disturbances

Most of us do not get enough sleep, often because we lack the time. Others lack sufficient rest because they have difficulty falling or staying asleep. If you have been experiencing sleep disturbances over an extended period of time, you may have a clinical sleep disorder. Sleep problems can also be a symptom of depression or another mental health condition. Learn the facts about sleep disturbances and seek professional help to diagnose and treat the problem.

Why we need sleep

The right amount of sleep is important for the mind and body to function properly. Sleep gives the brain, as well as muscles, organs, and different body systems, a much-needed break. It helps us replenish our strength, bolster our immune system, and recover from illness and injury. It also provides a mental hiatus- a distraction for the mind from the complex cognitive and emotional processing that occurred during the day.

Sleep needs differ from person to person. Experts recommend an average of eight hours of sleep for adults every night, and more for children. Nevertheless, more than 100 million Americans do not follow this advice and end up getting insufficient sleep. Sleep loss can interfere with our ability to perform tasks involving memory, logical reasoning, learning, and mathematical calculations. Research shows that those who suffer from severe lack of sleep are also more likely than others to develop many kinds of psychiatric problems.

Causes of sleep disturbances

There are many factors that can contribute to sleep problems, including:

Stress. Experts pick stress as the number one cause of short-term sleeping difficulties. Worries related to work, school, marriage, relationships and recent life events can interfere with a person's ability to fall or remain asleep, or to achieve a restful state of healthy sleep.

EMPLOYEE BENEFITS NEWS (continued)

Depression. People who suffer from clinical or short-term depression can have difficulty sleeping. Others with these conditions actually sleep too much.

Lifestyle choices. Many of the substances we ingest and activities we participate in can greatly affect our sleep. Excessive physical activity, exercising, disruptions in our natural body clock (e.g., working the night shift), drinking caffeine or alcohol, taking certain prescription or illicit drugs, smoking or tackling a stressful problem can contribute to sleep disturbances, especially if done shortly before bedtime.

Physical problems. A medical condition or illness-especially one accompanied by chronic pain-can make it tough to sleep well. Hormonal changes can also contribute to the problem.

Medications. Certain prescribed drugs, such as high blood pressure medications, can sometimes cause sleeplessness.

Sleep disorders. There are dozens of medically recognized clinical sleep disorders that can cause sleeping difficulties. Yet, 95 percent of people with sleep disorders remain undiagnosed. Common sleep disorders include:

- Insomnia (inability to fall or stay asleep)
- Sleep apnea (inadequate respiration during sleep)
- Narcolepsy (tendency to fall asleep rapidly at inappropriate times)
- Restless leg syndrome
- Parasomnias (e.g., sleepwalking, nightmares, night terrors, sleep inertia, etc.)

Chronic fatigue syndrome (feeling very tired most of the time)

What you can do

If you have experienced difficulty sleeping over an extended period of time, acknowledge your problem and seek help. Chronic lack of sleep can be dangerous and detrimental to your physical and mental health. It is estimated that accidents caused by dozing drivers kill as many as those who drive under the influence of alcohol. Talk to your doctor about your symptoms, and explore different treatment options.

There may also be underlying emotional reasons-such as an longstanding conflict, a marital problem, or job stress-that are causing the sleep difficulty. In this case, it may be best to talk to a therapist or counselor about your problem.

Meanwhile, try these suggestions to get the proper amount of sleep you need:

- Get up about the same time every day.
- Go to bed only when you are sleepy. If you cannot fall asleep within 20 minutes, get up and do something else until you feel sleepy.
- Establish relaxing pre-sleep rituals, such as a warm bath, a light bedtime snack, or 10 minutes of reading.
- Do not go to bed on an empty or too-full stomach.
- Exercise regularly. If you exercise vigorously, do this at least six hours before bed-

time. Mild exercise, such as simple stretching or walking, should not be done closer than four hours before bedtime.

- Maintain a regular schedule. Setting regular times for meals, taking medications, doing chores, and other activities help keep your "inner clock" running smoothly.
- Do not eat or drink anything containing caffeine within six hours before bedtime.

- Do not drink alcohol within several hours of bedtime, or when you are sleepy. Tiredness can intensify the effects of alcohol.
- If you smoke, avoid smoking close to bedtime.
- If you take naps, try to do so at the same time every day, and for less than one hour. For most people, a mid-afternoon nap is most helpful.
- Avoid sleeping pills, or use them conservatively. Most doctors avoid prescribing sleeping pills for a period of longer than three weeks. Never drink alcohol while taking sleeping pills.
- Avoid bright lights at bedtime. Excessive illumination can tell your body that it is time to get up.
- Try to use your bed only for sleeping, not for watching TV or doing paperwork.

Try taking a hot bath 90 minutes before bedtime. This will raise your body temperature initially. The subsequent drop in body temp is what actually makes you sleepy.

(Source: American Academy of Sleep Medicine)

Sleep support resources

For more information on managing a sleep problem, contact these organizations:

American Academy of Sleep Medicine www.aasmnet.org

American Sleep Apnea Association (202) 293-3650 fax: (202) 293-3656 www.sleepapnea.org

Better Sleep Council (703) 683-8371

Narcolepsy Network (513) 891-9936 www.websciences.org/narnet

National Sleep Foundation (202) 347-3471 www.sleepfoundation.org

Call us for the support that you need. 1-888-290-4EAP (TDD: 1800-697-0353) or go to www.GuidanceResources.com. Agency ID: FEDSOURCE

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STAFFING SECTION

Mr Ray Chavez

MSgt Tony Cuellar



Interviewing Techniques

Interviewing is a **mutual** exchange of information. Open communication between the employer and job candidate facilitates the effectiveness and productiveness of the interview. Your main objective is to communicate information about your skills and qualifications clearly and accurately. You need to relate this information to the requirements of the job for which you are interviewing. It is important that you seek additional information about the position and employer. This process will benefit you in deciding whether the position is an appropriate fit. The interviewer's main objective is to assess how closely your qualifications match the requirements of the position and company.

Preparing for the Interview

Successful interviews require **preparation**. Since employers are able to sense how prepared a candidate is, it is crucial that you commit sufficient time and energy to this process so you are able to articulate your best qualifications. Here are some suggestions:

- Practice answering questions you may be asked in the interview. Thinking and rehearsing your responses in advance will help you more effectively articulate the most important information you want to communicate.
- Prepare questions to ask the interviewer that reflect your knowledge of the position and company.
- Write down the time and place of your appointment and the name of the person interviewing you. Get good directions and visit the site prior to the interview.
- Wear professional attire that is appropriate for the position. First impressions are important!
- Bring extra copies of your resume in a folder or briefcase and have your papers arranged for easy reference (resume, references, transcripts, and portfolio).
- Do your homework on the company and on the role the job has within the organization.
- Find out before you show up whether you're likely to have to take a test on skills and abilities, and if so, **practice before you go**.

Interviewing Tips

Be on time, preferably 10-15 minutes early. Know the interviewer's name and how to pronounce it. Use a firm grip when shaking hands and smile. When concerned about whether to shake hands or sit, follow the interviewer's lead. Sit erect. Look the prospective employer in the eye; don't gaze at the floor, ceiling, or papers on the desk. Your non-verbal communication sends a message. Maintain appropriate eye contact, posture, and voice tone. Avoid nervous mannerisms.

- **Let the interviewer take the lead in the conversation.** Expect to spend time developing rapport, because personal chemistry is a main ingredient in the hiring process. Listen carefully to the interviewer's questions. Don't be afraid of pauses in the conversation; take time to think. Silence is okay! It aids reflection and thought.
- As soon as possible after the interview starts, **tell the employer about your skills, training, experience, and personal habits** that would be useful for the job. Try to be very complete. Emphasize your qualifications – never say, "I need a job" or "I'll do anything." If you don't tell the interviewer about your skills, no one else will. Avoid mention of your personal, domestic, or financial problems. Discuss only matters related to the job.

Give specific examples to communicate your skills. Emphasize what you can do for the organization. Portray self-confidence and emphasize your positive traits. Do not undersell your qualifications but do not exaggerate or lie (it may come back to haunt you). Be businesslike and brief. Ask for clarification if you do not understand a question. Show the interviewer you are sincerely interested in the positions and company.

- **Ask the interviewer questions** based on your research about the position and organization. Pick up clues given to you by the employer's questions or statements and use them to convince him/her that you fit the requirements.
- **Never slight a former employer, colleague, teacher, or institution. Avoid Debating the interviewer.** Arguing with the interviewer will shorten the interview and your chances.
- **Don't let the interviewer dominate you or keep you constantly on the defensive.** Be prepared with a list of questions covering things you want to know about the job, company, its policies, and practices. You want to understand what is required of you before you are hired, and to get a true sense of the organization's "climate." This will avoid later disappointment for you and your employer.

Don't apologize or offer excuses for shortcomings – we all have situations that challenge us. Neither avoid nor seek to emphasize the presence of a handicap. Strive to keep the focus positive.

- **Emphasize what you can do for the organization.** This means outlining your transferable skills. Employers are concerned most with what you can do for them. Focus on your ability to learn quickly and easily, your communication skills, interpersonal abilities, analytical thinking talents and other highly desirable skills and personal attributes. Don't try to give the answer "he or she wants." Most recruiters and employers know a "canned" answer when they hear one.
- **Be alert to signals from the interviewer that it is time to end the session.** Express a de-

sire for the position and inquire about future contact. Thank the interviewer for his/her time and consideration and let him/her know that you are looking forward to hearing from him/her. If you are not good at closing conversations, don't linger. End quickly and courteously

Don't discuss salary until you have an offer.

. **Send a follow-up thank you letter or note immediately after the interview.** Make certain that you furnish your prospective employer with any additional information, work samples, or recommendations that you indicated were available and/or were requested. A thank you letter also provides an opportunity to address any question you feel you didn't adequately answer.



Mr. Don Saiz

Classification Section

Position Description(s) Release

Don Saiz, Human Resources Specialist (Classification)

Due to the military nature of the National Guard, there are a variety of infrequent non-occupation specific duties inherent in all dual status technician positions. To ensure these duties are a recognized as part of all dual status position descriptions, NGB-J1-TNC has developed a mandatory task statement for all dual status standard and exception position descriptions.

These tasks have **no impact on a position’s classification and should NOT be addressed in any technician’s performance standards**. To emphasize this fact, instead of adding the addendum to the main duties section of each position description, we have added a section titled “Other Significant Facts” to all dual status position descriptions that should contain the task statement.

This addendum should be added to all dual status position descriptions located in each dual status technician Supervisor’s Work Folder. Addendums should also be provided to each dual status technician and their immediate supervisor.

ADDENDUM FOR ALL DUAL-STATUS POSITION DESCRIPTIONS

d. OTHER SIGNIFICANT FACTS

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.



SFC Marcella Cooper

ARMY AGR SECTION

SFC Melanie Suazo (Not pictured)

SPC Salazar (Not pictured)

ARMY NEW AGR IN PROCESSING PROCEDURES

This office will begin new in processing procedures for all new AGR hires. We will begin with a large group of recent new hires on 23 thru 25 April 2007. This process, in addition to the initial orientation in our office, will include briefings from all the major section in the Joint Forces Headquarters (i.e. J/1, J/3, J4, USPFO, etc.). Once all the briefing have concluded, each soldier will be release to their respective HQ's in order for them to meet with their counterparts for further guidance. This new process will enable new AGR's to become acquainted with who they will deal with on any given matter that they may encounter as they begin their tour.

This in-processing will take place in Santa Fe, NM at the Regional Training Institute (RTI) building. Billeting will not be available at the RTI, therefore, accommodations will need to be made out on the economy. Notification to all those soldiers that will be invited to attend will be made shortly and orders will be prepared for those outside of the commuting distance.

AGR WORKSHOP

An AGR workshop is tentatively scheduled for 09 thru 11 May 2007. Invitees will consist of Administrative Officers, Sergeant Majors, Senior Leaders and PSNCO's. A new SOP will be published and made available for all at this time. Our intent is to update everyone on every AGR's responsibilities and procedures to follow while conducting day to day business. All invitees will be notified early April. This workshop will also be conducted in Santa Fe, NM at the RTI and there will be billeting available at the RTI for a fee of \$20.00 per night.

AGR RETIREES SINCE APR 2006

NAME	UNIT	CITY	STATE
Apodaca, Julio	HQ 515th Regiment (RTI)	Santa Fe	NM
Hawkins, William	HHB 1st BN 202 FA	Las Cruces	NM
Sanchez, Donald	Joint Forces Headquarters	Santa Fe	NM
Gomez, Robert	BTRY B (-) 1st BN, 200th ADA	Hobbs	NM
Garcia, Joseph E.	HHB 2nd BN 200th ADA	Belen	NM
Hernandez, Luis	120th Engineer Company	Roswell	NM
Sanchez, Leon	Joint Forces Headquarters	Santa Fe	NM
Sisneros, Tomas	HHB 2nd BN 200th ADA	Rio Rancho	NM
Baros, Eddie S Jr.	Recruiting & Retention Detachment	Roswell	NM
Cardenas, Arthur	515th Regt (RTI)	Santa Fe	NM
Luna, Gerald D.	HHC 2nd BN 217th INF	Las Cruces	NM
Branham, Kevin	HHB 111th BDE	Rio Rancho	NM
Holsten, Jeffrey N.	HHC 111th BDE CBT TM	Rio Rancho	NM
Rougemont, Edward	93rd Brigade	Santa Fe	NM
Serna, Mark	Recruiting & Retention Detachment	Santa Fe	NM
Jones, Albert	717th Medical Co	Santa Fe	NM
Silva, Edward	Co C (-) 1st BN 171th GSAB	Santa Fe	NM
Pena, Fermin	HHC 717th BSB	Roswell	NM
Ramirez, Anthony	Det 1 Co F 729th INF FSC	Deming	NM
Saenz, Rudy	93rd Brigade	Santa Fe	NM
Torres, John B.	Joint Forces Headquarters	Santa Fe	NM
Leyba, Clyde	Recruiting & Retention Detachment	Santa Fe	NM
Ruiz, Rosemarie	Recruiting & Retention Detachment	Santa Fe	NM
Lucero, Henry	F Co 126th BSB INF FSC	Santa Fe	NM



AIR AGR NEWS

SMSgt Donnie Reams

Entitlements/Benefits for AGR Personnel:

AGR personnel and their family members are entitled to most benefits provided by law to personnel on active duty in Federal service except as specified.

For the purpose of Title 38 U.S.C., *Veterans' Benefits*, service in AGR status under Title 32 U.S.C. 502(f) may not be considered by the Veteran's Administration (VA) to be qualifying service for a variety of VA benefits. However, a member on AGR duty under Title 32 U.S.C. 502(f) who dies or is disabled from a disease or injury incurred or aggravated in the line of duty may be eligible to receive VA medical care and/or Dependent Indemnity Compensation for survivors. The VA determines all questions of entitlement to benefits under Title 38.

COMPARISON OF DUTY STATUSES AND BENEFITS FOR NATIONAL GUARD PERSONNEL

07 February 2002 (rev)

	State Active Duty	Title 32	Title 10
Command and Control	State Governor	State Governor	Federal President
Who Performs Duty	The Militia	The Federally-Recognized Militia	(e)Active Component, Reserve Component and National Guard of the () United States
Pay	In Accordance With State Law	Federal Pay and Allowances	Federal Pay and Allowances
Where Duty Performed	IAW State Law	CONUS	Worldwide
Federal Reimbursement	In Accordance with (e) Stafford Act or (o) Cooperative Agreement	N/A Personnel Costs Paid By Federal Funds	N/A Personnel Costs Paid By Federal Funds
Tort Immunity	In Accordance With State Law	() Federal Tort Claims Act	() Federal Tort Claims Act
Posse Comitatus Act ()	No	No	Yes
Uniformed Services Employment and Reemployment Rights Act ()	No, In Accordance With State Law	Yes	Yes
Soldiers and Sailors Civil Relief Act ()	No, In Accordance With State Law	No	Yes
Mission Types	In Accordance With State Law	IDT, AT, State AGR and Other Federally Authorized	ODT, ADT, AGR and As Assigned Subject To Posse Comitatus Act
Discipline	State military Code	State Military Code	(s) Uniform Code Of Military Justice
Involuntary Order To Duty	In Accordance With State Law	(r) Yes	(s) Yes
Voluntary Order To Duty	In Accordance With State Law	() Yes	Yes
Disability	In Accordance With State Law	Federal	Federal
Federal Retirement Points	No	Yes	Yes
Medical	In Accordance With State Law	Federal	Federal
Other Benefits	In Accordance With State Law	() Federal	() Federal

AIR AGR NEWS continued

COMPARISON OF DUTY STATUSES AND BENEFITS FOR NATIONAL GUARD PERSONNEL

	TITLE 32	TITLE 10
Exchanges	Yes	Yes
Commissary	Limited	Yes
Military Clothing Sales Store	Yes	Yes
Legal Assistance	Limited Yes if 15 days of AT or FTNGD	Yes
Transient Billeting	Yes	Yes
Military Recreation Facilities	Yes	Yes
Burial Flag	Yes	Yes
Post/Base Facilities	Yes	Yes
Official Library Facilities	Yes	Yes
Military Red Cross Assistance	No	Yes
Base/Post Theater	Yes	Yes
Military Burial Assistance	Yes	Yes
Military Death Gratuity	Yes	Yes
SGLI	Yes	Yes
VGLI	No	No
Survivor Benefit Plan	Yes, with 20 years service, if elected	Yes, with 20 years service, if elected
VA Medical/Dental	If injury or illness is sustained in line of duty or you have achieved status as a (14) Veteran	If injury or illness is sustained in line of duty or you have achieved status as a (14) Veteran
TRICARE	30 days coverage for member and family post-release from contingency operations	Yes, for dependents if on AD, ADSW for more than 30 days
Space Available Travel	CONUS/HI/AK/PR/GU/VI Worldwide if 15 days of AT or FTNGD	Worldwide



STATE EQUAL EMPLOYMENT MANGER

MSG Stephen A Gonzales

FROM THE EQUAL EMPLOYMENT OPPORTUNITY OFFICE

6 Steps to Speak Up!

Whatever situation you're in, remember these six steps to help you speak up against everyday bigotry. In any situation, however, assess your safety, both physical and emotional. There is a risk, and that must be acknowledged as you make your own choice to **Speak Up!**

Be Ready. You know another moment like this will happen, so prepare yourself for it. Think of yourself as the one who will speak up. Promise yourself not to remain silent. "Summon your courage, whatever it takes to get that courage, wherever that source of courage is for you," said Dr. Marsha Houston, chair of the Communication Studies Department at the University of Alabama.

To bolster that courage, have something to say in mind before an incident happens. Open-ended questions often are a good response. "Why do you say that?" "How did you develop that belief?"

Identify the Behavior. Sometimes, pointing out the behavior candidly helps someone hear what they're really saying: "Janice, what I hear you saying is that all Mexicans are lazy" (or whatever the slur happens to be). Or, "Janice, you're classifying an entire ethnicity in a derogatory way. Is that what I hear you saying?" When identifying behavior, however, avoid labeling, name-calling or the use of loaded terms. Describe the behavior; don't label the person. "If your goal is to communicate, loaded terms get you nowhere," said Dr. K.E. Supriya, associate professor of communications at the University of Wisconsin, Milwaukee, and an expert in the role of gender and cultural identity in communication. "If you simply call someone a racist, a wall goes up."

Appeal to Principles. If the speaker is someone you have a relationship with — a sister, friend or co-worker, for example — call on their higher principles: "Bob, I've always thought of you as a fair-minded person, so it shocks me when I hear you say something that sounds so bigoted." "Appeal to their better instincts," Houston said. "Remember that people are complex. What they say in one moment is not necessarily an indication of everything they think."

Set Limits. You cannot control another person, but you can say, "Don't tell racist jokes in my presence anymore. If you do, I will leave." Or, "My workspace is not a place I allow bigoted remarks to be made. I can't control what you say outside of this space, but here I ask that you respect my wishes." Then follow through. "The point is to draw a line, to say, 'I don't want you to use that language when I'm around,'" Bob Carolla, spokesman for the National Alliance for the Mentally III. "Even if attitudes don't change, by shutting off bad behavior, you are limiting its contagion. Fewer people hear it or experience it."

Find an Ally/Be an Ally. When frustrated in your own campaign against everyday bigotry, seek out like-minded people and ask them to support you in whatever ways they can. And don't forget to return the favor: If you aren't the first voice to speak up against everyday bigotry, be the next voice.

"Always speak up, and never be silenced out of fear," said Shane Windmeyer, founder and coordinator of Campus PrideNet and the Lambda 10 Project. "To be an ally, we must lead by example and inspire others to do the same."

Be Vigilant. Remember: Change happens slowly. People make small steps, typically, not large ones. Stay prepared, and keep speaking up. Don't risk silence. "There's a sense of personal disappointment in having not said something when you felt you should have."

Put it this way: **"If you don't speak up, you're surrendering part of yourself. You're letting bigotry win."**

HUMAN RESOURCES OFFICE STAFF

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