



HRO NEWSLETTER

New Mexico National Guard

1st Quarter Issue #1

JAN-MAR 2006

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Human Resources Officer

FROM THE DESK OF THE HRO



Welcome,

On behalf of the men and women of the Human Resources Office, it is my pleasure to kick off the March 2006 edition of the HRO Newsletter with an article titled “ Human Resources Experts give their solutions to difficult workplace problems”.

Employee’s abusing sick leave: What do we do?

Q: We have an employee who’s got a lot of annual leave on the books. But he uses a couple of days at a time, and then calls in sick to extend his time out one more day or calls in sick the day before or after a weekend. This has been going on for some time now. How should we address the situation?

A: First, you need to do your homework. You’ll need some records to point to, and it’ll be helpful if you can compare this employee’s use of sick leave to average use within your section. Armed with that information, you can sit down with the employee and say “Look, this is your pattern of behavior and it’s not acceptable. At the very least, continuing this behavior could hurt your chances for future promotions – and it could very well lead to more serious consequences”. Should the problem continue after formal counseling, your next step would be to consider taking a disciplinary or adverse action, as appropriate.

Dealing with employees with an attitude problem

Q: For a while now, we’ve been hearing that we can’t talk about “attitude” in performance reviews. How can we address an attitude problem?

A: You need to focus on behavior. Here’s the concept: Behaviors are the outcomes of attitude. A key place to look: the employee’s interactions with coworkers. That’s where attitude problems usually crop up in an obvious way. There are other behavioral signs, of course. Things like: treating customers badly, neglecting to meet project deadlines, not performing up to standards, etc. When behavior becomes a problem, it should be addressed through conduct management. Mr. Walter Ross, your Labor Relations Specialist is available to guide you through this process.

Employee won't admit bad behavior – what next?

Q: When our supervisors talk to employees about performance problems, many times the employees do not acknowledge the bad behavior. What do you do in that situation?

A: Often, when a supervisor is having a conversation with employees about the difference between their behavior and the behavior that is expected of them, employees will often disagree with the supervisor about the behavior in question. It doesn't matter. When you tell an employee there's a problem and ask them to improve, it doesn't matter what they say about it – it matters what they do afterwards. If they show up for work the next day, that return to work is always taken as acceptance. Just record what took place during counseling and hold them accountable to it.

If you have questions or issues that you would like addressed in future editions of this newsletter, please send them to my attention and I will do my best to address them.

Steve R. Moya
Human Resources Officer

AGR Branch

FROM THE DESK OF THE AGR Manager



Welcome,

On behalf of the AGR Branch, I would like to say thanks to everyone for their help in making the AGR Branch a success. We are currently working on filling ALL AGR vacancies in the field. Please ensure, your IDT soldiers are informed of these vacancies at every Unit Training Assembly (UTA). They can also go to our website to view the announcement at <https://www.nm.ngb.army.mil/>

The NM Army Guard is going through another reorganization. The changes are not too drastic. All of the transportation units will belong to the 93rd Brigade. A Distro Company will be going to the Clovis and Portales areas. What this means for AGR soldiers is that some of you maybe be transferred to other units.. The personnel in that area will not be required to PCS to a new assignment.

My staff and I are here to assist you a in any way that we can. So please call us if you have any questions. The AGR Branch is extremely dedicated to serving the soldier.

Thank you

MAJ CARLA S ROMERO
AGR Branch Manager

Technician Branch Manager

FROM THE DESK OF THE SHRS



Greetings –

As the SHRS (Supervisory Human Resource Specialist), I oversee the daily operations within the Technician Branch. This includes the benefits, training/development, staffing, and labor relations areas. My staff is available to offer assistance with any questions or concerns you may have relating to your technician employment. Should you require additional support, please feel free to contact me at 474-1283

2LT Sonya S Montoya
Technician Branch Manager



EMPLOYEE DEVELOPMENT SECTION

SMSgt Ray Flores

Mr. Walter Ross



EDS Notebook

Checkout the HRO-Training weblink on the HRO page. There are several announcements, downloadable files, and update informational news there.

DD Forms 1556's ("Requests for Technician Training") must be submitted to HRO-EDS 30-60 days prior to class start date. All training requests are reviewed and approved/disapproved by FTS Training Committee.

HOT TOPICS. The HRO training link now shows training media available for checkout from the HRO Employee Development Library. Check it out!!

TRAINING EVALUATIONS AND PAID TRAVEL: Supervisors are reminded to ensure training evaluations AND finalized paid travel vouchers are submitted to HRO-HRDS upon completion of training. Please review your training objectives with your trainee who has just returned from a training event.

TRAINING REQUEST SUBMISSIONS: Supervisors are reminded that DD Form 1556s are due in HRO 30-60 days PRIOR to class start date. Short notice requests may not be accepted any longer unless fully justified.

ANNUAL NEEDS ASSESSMENT 2007: The annual 2007 Needs Assessment is due in HRO-HRDS by COB 19 May 2006. The Standard Operating Budget (SOB) template will be sent via all users.

AM GENERAL TRAINING: Get your requests submitted.



EMPLOYEE BENEFITS SECTION

Liz Perry

SFC Cecilia Chavez



[ARE YOU ANTICIPATING A DISABILITY RETIREMENT FROM THE NATIONAL GUARD?](#)

Are you anticipating a disability retirement and are going to be losing your military membership due to a medical disability? Applying for a technician disability retirement can be a long process. Once the Human Resources Office sends off your packet to the Office of Personnel Management the processing time to start receiving any type of disability retirement money can be between 4 to 6 months.

Once you know that you will be medically discharged and applying for a technician disability retirement you must start preparing yourself and family financially. Since the disability retirement takes between 4 to 6 months for processing you will not be receiving any type of income. Some things to start thinking about:

- 1. Do I have enough savings, or other type of income to live on for 4 to 6 months?**
- 2. Will I be able to keep up with the monthly bills during the 4 to 6 months?**
- 3. How will it affect me and my family?**

The Human Resources Office has been experiencing an enormous number of phone calls from disability retirees who were not prepared for this. Please keep in mind that once the disability packet leaves our office we have no control over the amount of time it takes for processing. Any questions should be addressed to the Office of Personnel Management

EMPLOYEE BENEFITS NEWS (continued)

Workers Compensation

Technician supervisor's must now submit workers compensation injuries (CA-1 & CA-2) via web. You can access the web at https://romeo.cpms.osd.mil/static_java_edi_sup.html If you have difficulty accessing the web make sure you have java installed on your computer. If you do not please contact your local computer help desk.

Please remember that you must still submit a signed CA-1 or CA-2 copy to the HRO.

National Guard Association of the United States (NGAUS)

NGAUS will be having an open season enrollment from 1 May 2006 – 31 May 2006. This is your opportunity to enroll in life insurance for yourself, spouse or children. You can also enroll in their disability insurance.

Life insurance enrollment can be from \$25,000 up to \$50,000 with no health questions asked. Enrollment from \$100,000 to \$250,000 with minimal health questions asked. The premiums are based on age and the amount of life insurance you choose.

Disability insurance is a great insurance to have because in the event that you were disabled and could not work NGAUS would pay you a monthly salary (*Some restrictions apply*).

If interested in enrolling please come by the HRO or contact Liz Perry 474-1286 or DSN: 867-8286 or SFC Chavez 474-1028 or DSN: 867-8028.

EMPLOYEE BENEFITS NEWS (continued)

Returning from Active Duty

Are you a technician who is returning from active duty for contingency operation? If so, there are some things that must be done with the HRO.

SF-52 & Orders: You must provide HRO with an SF-52 (Request for Personnel Action) to return to duty back to your technician job. If you have military leave that you wish to use before you are released from active duty, use the date when your orders end and count back the numbers of hours you wish to use. This will be the date you use to return back to technician status. **Be sure to turn in your time slips to your time keeper so that they may code your time sheet for military leave.**

Retirement: You will need to pay a deposit for the time you were on leave without pay while on active duty in order for this time to count towards retirement. The HRO needs a copy of your DD214 to send for your earnings to determine how much you will need to pay for this time. You have 2 years plus 264 days before interest accrues, after the 3 year mark, interest is added to the unpaid balance every year. **PLEASE NOTE: If you do not pay this deposit this LWOP time will never count towards retirement.**

TSP: If you were contributing to TSP before you were placed on LWOP you have the right to make up missed TSP contributions for the time you were on LWOP for military duty. You will need to notify HRO of your decision to either makeup contributions or not.

Health Benefits: If you had terminated your health benefits while on active duty you will need to notify HRO on when you want to re-instate your health benefits. Under new legislation you can use extended TRI-CARE benefits for a period of time after discharge so you may not wish to re-instate your health benefits until later.

All previous allotments will automatically start up again once you are back in a technician pay status. This includes union dues, Relia-star Disability premiums and FEGLI premiums, as well as child support, tsp loan payments, etc.

If you have any questions regarding the information above. Please contact Ms. Liz Perry at DSN 867-8286 or SFC Cecilia Chavez at DSN 867-8028

EMPLOYEE BENEFITS NEWS (continued)

MILITARY BUYBACK PROCEDURES AFTER EARNINGS REQUESTED

When the RI20-97 is returned to us from the pay center with the earnings listed for each period requested, then we have to do the calculation for the deposit amount. If the employee is CSRS the amount will be 7% plus any accrued interest. If the employee is FERS, the military buyback is 3% plus interest. If the employee is doing a USERRA buyback (mil-us after 1990 followed by re-employment) we have to do 2 calculations. The first is on the amount listed on the military earnings sheet. Then we do a calculation based on pay he would have received if he never went on military LWOP. After we do both calculations, the employee has the right to pay the lesser of the two.

We then do a letter to the employee listing the earnings, stating the amount of the deposit due, and when the interest begins to accrue. This letter, plus the original earnings letter and the appropriate form(SF2803 CSRS or SF3108 FERS) to make application to pay the deposit then goes to either Denver or Pensacola on the DFAS imaging template fax cover. We do **not** have to do a remedy to send it.

On the Application to Make Service Credit Deposit, the employee should fill in the front page; we fill in the back page (Part 2), **Block1, 2,3** (3b ad 3c if necessary). Sign and date, and then fax to Denver or Pensacola.

Part 3 we verify by looking through the OPF- if employee first came on after 1-01-1984 he didn't get a chance to elect FERS- it was automatic. If he had 5 years under CSRS prior to 1-01-1984 he would have had a chance to elect FERS. 3b -The date CSRS retirement deductions began would be back to when he was first covered under CSRS. 3c- employee is entitled to have part of annuity computed under CSRS rules if he had at least 5 years of CSRS coverage prior to transferring to FERS.

Once DFAS receives everything, the pay technician sets up an account for the employee and then sends a letter detailing what they determine the deposit to be and outlining options for payment and address to send checks to. The employee ***should not*** attempt to send a check along with the application because until an account is set up, the check has no place to be credited. Once DFAS sends the letter then the employee can do whatever he wants to do- payroll deductions, check, nothing. Once the account is established, then it shows up on the LES in the appropriate box as either **Mil deposit owed** or mil deposit paid. As payments come in, they should be reflected on the LES. When the account is paid in full, if DFAS has time and people to do so, the employee will receive a letter stating the account is paid in full. They should give us a copy and keep one for themselves for proof when they go to retire. This is really important for FERS people, because if any time is not paid, there is no retirement credit ever.

In the event that the employee is buying civilian time **not** connected to any military duty, or to redeposit refunds taken earlier in his career, the form is filled out the same way, but goes to OPM instead of DFAS. OPM then does a letter detailing the amount of the deposit, interest accrued, etc. The employee can pay it or not, but if he chooses to pay, it goes to an address OPM will include in their letter.



STAFFING SECTION

SSG Ray Chavez

MSgt Tony Cuellar



PREPARING FOR YOUR JOB INTERVIEW

You've been submitting applications in the hopes of obtaining a technician position with the New Mexico Army or Air National Guard. How exciting to get that phone call for a job you recently applied for. The person on the other end of the line may be your next supervisor and you want to impress from the start. After the initial introductions are made, you may begin to think, "I hope I don't mess up or say something that will put me behind the power curve." Remember, "Chill out!"

I have attached a few suggestions I obtained from Yahoo! Hot Jobs, for that initial phone conversation and some additional pointers to think about when preparing for your job interview.

When you receive your initial phone call for an interview, remember:

- Be as relaxed and calm as possible and if you're able, take the call in a quiet place, free from interruption (radio, TV, etc.), so you can focus on your call and can speak freely.
- Express your enthusiasm: "That's great news! It's so nice to hear from you."
- Some people suggest that your voice sounds stronger if you speak while standing up, but if this feels uncomfortable to you, by all means sit down.
- The most important thing here is to be relaxed and comfortable. According to folks who talk on the phone a lot, this makes you sound more positive.
- Try to have a brief summary of your background as well as any difficult topics that are likely to come up (a lapse in your work experience, for example, available for your reference), just in case.

Make sure you thank the individual sincerely for his or her call: "I really appreciate your call. I look forward to talking to you soon."

The following are tips to help you prepare for job interview:

To many job seekers, "stress" is synonymous with "job interview." Job seekers stress over landing an interview. They stress over preparing for it. Then they stress over what to wear, what to say, if the interviewer will like them and more. But the worst stress of all often occurs during the interview. This is the stress that can cause you to blow it. It can make you freeze, panic, chatter aimlessly, lose your train of thought or perspire profusely. So how can job seekers keep cool when it counts? Relax. A few simple techniques can help calm frayed nerves and sooth interview jitters.

Early Warning

Timing is everything: Don't cause yourself undue stress before a big interview. Arrive about 10 minutes before the interview is scheduled to begin. If you arrive too early, you'll sit and wait and worry. If you arrive too late, you may find yourself racing in the door, your heart already pounding from a last-minute dash. A ten-minute, pre-interview break will give you an opportunity to catch your breath and acclimate to your surroundings. It's enough time, but not too much time.

Picture This

You can make your dream a reality. Use your imagination to stay calm during a job interview. Visualization is a relaxation technique in which you create a mental image of a stressful or challenging situation. Then you imagine yourself succeeding in the situation. By doing so, you're mentally preparing to handle the event in real life. You can practice visualization in the days, hours or even minutes before an interview. Simply close your eyes and breathe deeply. Picture yourself greeting the interviewer confidently and answering tough questions with ease. Practice succeeding in your imagination, and soon you'll be doing it in reality.

Relax

A relaxed job candidate is a confident job candidate. Show the interviewer that you're calm, composed and in command during an interview. He's likely to assume that you'll be rock-solid on the job too. Use these tips to stay relaxed during an interview:

- Breathing deeply and slowly (and quietly, of course).
- Sit up straight and don't cross your legs or arms.
- Speak slowly and pause for breath often.
- Keeps your hands and jaw relaxed; no clenching.
- Smile -- it really is contagious!

Pause, Don't Panic

In every interview, there comes a moment that doesn't go according to plan. There's an awkward silence. You stumble over your words. You flub a tough question. Don't panic. Now's the time to put your relaxation skills into overdrive. It's much easier to control fear and panic as it starts to build than to calm yourself down once they've begun to spiral out of control. When you feel yourself starting to panic and lose focus, pause. Tell yourself silently that you can do this. Take a deep breath. Refocus, then resume interviewing. A quick ten-second pause can be all you need to regain your composure and get back in control. The interviewer likely won't even notice.

Your job interview has been going great, and it's coming to a close.

The final few minutes are crucial. You don't want to blow it by saying the wrong thing on your way out the door. To leave a good impression with the interviewer, your final words and gestures should be enthusiastic and confident.

It's All in the Delivery

Are you unsure how to close a job interview? Take your cue from the interviewer. During the interview, pay attention not only to what the interviewer says but also to how she says it. Notice her body language, tone of voice and level of formality, then tailor your closing remarks accordingly. But, no matter how the interview behaves, always be confident. Look her in the eye when speaking. Thank her by name and firmly shake her hand when saying goodbye.

Accentuate the Positive

Use the final few minutes of your job interview to emphasize the skills that make you right for the job. This will ensure that your strengths will be one of the last things that the interviewer hears -- helping her to remember them. Rehearse your closing so that you are not fumbling over your words. You'll want to sound smooth and natural, not boastful. Start by saying how impressed you are with the company and the people you've met. Then transition into why you'd be a good fit for the position.

End Notes

You should end your job interview on an enthusiastic, but not aggressive, note. Reiterate your interest in the job, but try not to sound anxious or desperate. Instead, express how exciting and challenging you think the role would be -- and what a good fit you'd be for it. Finally, ask the interviewer if there's anything else you can do to show your strengths as a candidate. For example, you can offer to send samples of your work if appropriate. Well, that's it! Good luck in your job search. If you have questions or would like additional information contact MSgt Tony Cuellar, 505 474-1291 or SSG Ray A Chavez at 505 474-1216.



Mr. Don Saiz

Classification Section

Position Descriptions

a. Standardized Position Descriptions (PD) are employed in the National Guard to reflect not only consistency of mission and organization for similar units, offices and shops, but are also the most efficient and effective ways of accomplishing work duties and responsibilities. They follow development of work center descriptions by Offices of Primary Responsibility (OPR), allocations of positions to the unit, office, or shop, and the development of descriptions of work that are classified using OPM standards. These position descriptions are released to all state Human Resource Offices authorized to employ the positions. They are implemented through the coordination and approval of local managers and supervisors of the positions.

b. Maximum use is made of standardized PDs. These descriptions cover two or more, or may be as few as one, positions that are sufficiently alike that one description can, within reason, serve various purposes adequately. Authority for reclassification of nationwide PDs lies with the NGB.

c. In those situations where multiple standardized position descriptions may apply to one position, the HRO Classification Specialist may choose the appropriate position classification.

d. Minor changes to positions that do not impact the major duties, title, occupational series or grade of a standardized PD will be documented by pen and ink changes, amendments or addenda to existing standard PDs.

e. Duties that have been established as a standard PD and assigned a title, series and grade cannot be assigned a different title, series or grade as a local exception.

NGB-J1-TNC is the office of record for the master file of all PDs and evaluation statements.

Responsibilities and Development of Standardized Position Descriptions.

a. **OPRs.** The OPR identifies work on a national level via a standardized PD; recommend organizational structure and develop work center descriptions; work with local managers to ensure a complete awareness of mission and resource requirements; coordinate with manpower and personnel; recommend mix-of-the-force codes (ARNG); coordinate with the NGB-J1-TNC in assignment of work, organizational structure, and classification outcomes; and periodically review standard PDs for adequacy and currency.

b. **NGB-J1-TNC.** The TNC works directly with the OPR and Manpower, providing counsel and advice on structure and classification issues; suggests review of existing standardized PDs for currency and accuracy; seeks assistance from HRO staffs to gather data to make accurate classification decisions; ensures coordination from Manpower, Personnel and NGB-J1-TNC; determines the final classification; publishes and distributes the PDs to the field for implementation; and takes action to correct inaccurate classification actions. NGB-J1-TNC assures adequate training and proper accountability measures are established and implemented for position classification; and develops policy and procedures regarding position classification and position management.



SSG Randy Trujillo

ARMY AGR SECTION

SFC Marcella Cooper



SPC Salazar (Not pictured)

Thrift Savings Plan for Uniformed Service Members

Since FY 2001 members of the uniformed services have been able to contribute to the Thrift Savings Plan (TSP). TSP was at one time only offered to Federal Civilian employees. The program is relatively new for the uniformed services and so there is not as much information or participation as there should be.

TSP is a Federal Government-sponsored retirement savings and investment plan. It is optional to join and has many benefits. This article is only a short overview of some of the benefits of this plan. Anyone interested in contributing to this plan should contact their unit administrator or go to WWW.TSP.GOV to get complete information.

To sign up for TSP service members need to fill out a TSP-U-1. The form can be downloaded from the web-site. This form should be forwarded to pay by the unit for processing. Once an account has been established TSP will send the service member a pin and the service member can make changes to their accounts online.

Service members are allowed to put up to \$15,000.00 per year from their pay to TSP. These deductions can come from base pay, bonuses, or incentive pay. The amount deducted is tax deferred until the service member draws the money out for retirement. There are ways to draw the money out prior to retirement but the money would then be taxed and there are penalties for early withdrawals. There is also a loan program that service members can utilize if they need to but it is discouraged, as this is designed to be a saving plan for retirement.

TSP gives participants have many options for investing. The amount of risk an individual is willing to take is up to them. It is suggested that participants consider carefully what funds they contribute to and realize the risks that are involved. TSP offers the L Funds- this is an easy way for the service member to diversify their accounts by mixing their investments based on how much time they have to retirement. As the service member gets closer to retirement the investment mix gets more conservative.

The TSP is a great benefit for service members. It gives many options for investing as well as provides a tax advantage for participants. The Web-site, WWW.TSP.GOV, is user friendly and can provide a more complete look at the program. There are also several helpful tools, (calculators, account access, historical information, etc) to help participants make informed choices for investing.

There have been many service members who have found them selves having to return to work or struggling to make ends meet after they retire. By participating in the TSP service members may be able to avoid such situations.

ARMY AGR RETIREMENTS SINCE JUNE 2005

SFC CRESCENCIO CORRAL JR 30 JUNE 2005
RECRUITING & RETENTION DETACHMENT IN HOBBS

MSG JAMES T. JESSUP 30 JUNE 2005
RECRUITING & RETENTION DETACHMENT IN ROSWELL

SSG JEROME ARREY 31 AUGUST 2005
642ND MAINTENANCE COMPANY IN LAS CRUCES

MSG WALTER A. JONES 31 AUGUST 2005
BTRY C, 1/200 ADA IN CLOVIS

SFC ROSALIE J. PENA 31 AUGUST 2005
JOINT FORCES HEADQUARTERS – SANTA FE

SFC ISMAEL M. REL JR. 31 AUGUST 2005
HHB 1/202 FA IN LAS CRUCES

CW4 JOHN S. YEAGER 31 AUGUST 2005
HQ 111TH ADA BDE IN RIO RANCHO

SFC YOLANDA A. CARDENAS 30 SEPTEMBER 2005
515TH REGIMENT (RTI) IN SANTA FE

SFC LUPE MARTINEZ 30 OCTOBER 2005
BTRY B, 2/200 ADA IN RIO RANCHO

SGM RODOLFO HERNANDEZ 30 NOVEMBER 2005
111TH ADA BDE IN RIO RANCHO ATTACHED TO FT BLISS, TEXAS

SFC ABENICIO BALDONADO 31 DECEMBER 2005
93RD BDE IN SANTA FE

MSG LOUISE B. MARTINEZ 31 JANUARY 2006
93RD BDE IN SANTA FE

SFC KRAIG STOREY 31 JANUARY 2006
RECRUITING & RETENTION DETACHMENT IN LAS CRUCES

SFC JOSEPH T. GARCIA 28 FEBRUARY 2006
HQ 111TH MEUA IN RIO RANCHO

SFC CURTIS E. JONES 28 FEBRUARY 2006
316TH CSS CO IN RIO RANCHO

SFC WILLIAM A. SANCHEZ 28 FEBRUARY 2006
93RD BDE IN SANTA FE

MSG LUIS BLANCO 31 MARCH 2006
HQ 2/217TH INF BN IN LAS CRUCES

SFC DAVID RAMIREZ 31 MARCH 2006
HQ 2/217TH INF BN IN LAS CRUCES

MSG WANDA M. VIGIL 31 MARCH 2006
JOINT FORCES HEADQUARTERS IN SANTA FE

ARMY AGR NEW HIRES SINCE 01 JANUARY 2006

SGT SANTIAGO MENDOZA
SUPPLY SERGEANT FOR HQ(-) A CO 1/217TH INF BN IN FARMINGTON

CW2 GUY GLEASON
INSTRUCTOR PILOT/SAFETY OFFICER FOR DET 44 (OSA) IN SANTA FE
CPT MARTIN P. SAIZ
AVIATION MAINTENANCE OFFICER FOR AASF IN SANTA FE

SFC PETER ALLEY
NCOIC FOR A CO 1/217TH INF BN IN FARMINGTON



AIR AGR NEWS

MSgt 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."**



PROGRAM ANALYST – HRO

Ms. Kathy Montoya

Technician Mass Transportation Program

The 2nd quarter of FY 06 is coming to a close, and for those technicians who participate in the Mass Transportation program, claims for reimbursement (SF 1164) may be submitted to the Program Analyst in the HRO. Please see your van coordinator for the current accounting classification which has changed for the 2nd quarter.

The accounting classification will change every quarter and should be annotated on the SF 1164 accordingly. The van coordinators will be provided with the new accounting classification each quarter. Please ensure that your claim is correct and signed before submitting to the Program Analyst. Please allow 5-7 days for processing before inquiring on the status of payment. Inquiries should be made at the USP&FO/Pay Branch section.

A reminder to van coordinators; you are required to submit a copy of the application for new participants to the Program Analyst in HRO. Should you have any questions or concerns regarding the program, please contact Ms. Kathy Montoya at 474-1295, DSN 867-8295.

For Your Information

True or False

1. Apples, not caffeine, are more efficient at waking you up in the morning.
2. Alfred Hitchcock didn't have a belly button.
3. A pack-a-day smoker will lose approximately 2 teeth every 10 years.
4. People do not get sick from cold weather; it's from being indoors a lot more.
5. When you sneeze, all bodily functions stop, even your heart!
6. Only 7 per cent of the population are lefties.
7. Forty people are sent to the hospital for dog bites every minute.
8. Babies are born without kneecaps. They don't appear until they are 2-6 years old.
9. The average person over 50 will have spent 5 years waiting in lines.
10. The toothbrush was invented in 1498.
11. The average housefly lives for one month.
12. 40,000 Americans are injured by toilets each year.
13. A coat hanger is 44 inches long when straightened.
14. The average computer user blinks 7 times a minute.
15. Your feet are bigger in the afternoon than any other time of day.
16. Most of us have eaten a spider in our sleep.
17. The REAL reason ostriches stick their head in the sand is to search for water.
18. The only two animals that can see behind themselves without turning their heads are the rabbit and the parrot.
19. John Travolta turned down the starring roles in "An Officer and a Gentleman" and "Tootsie."
20. Michael Jackson owns the rights to the South Carolina State anthem.
21. In most television commercials advertising milk, a mixture of white paint and a little thinner is used in place of the milk.
22. Prince Charles and Prince William NEVER travel on the same airplane, just in case there is a crash.
23. The first Harley Davidson motorcycle built in 1903 used a tomato can for a carburetor.
24. Most hospitals make money by selling the umbilical cords cut from women who give birth. They are used in vein transplant surgery.
25. Humphrey Bogart was related to Princess Diana. They were 7th cousins.
26. If coloring weren't added to Coca-Cola, it would be green

ALL OF THE ABOVE ARE TRUE!

(Now go back and think about No. 16!)

HUMAN RESOURCES OFFICE STAFF

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