

# HRO NEWSLETTER

## NM National Guard

### From the Desk of the Deputy HRO

Newsletter Date  
July-Sep 2007

Welcome to the 3<sup>rd</sup> quarter edition of the 2007 HRO newsletter. As mentioned in previous newsletters and other communications, the National Guard will be converting to the National Security Personnel System (NSPS). Conversion of non-bargaining positions that was originally scheduled for 1 October 2007 has been postponed by the National Guard Bureau. The new implementation date has not been determined. This postponement has delayed the shipment of NSPS training materials and will force us to delay the rollout of HR Elements and Performance Management training.

In the interim, I recommend that all personnel who will be involved with NSPS, visit the NSPS website at <http://www.cpms.osd.mil/nsps> to learn as much about this new system as possible. This will help establish a solid foundation for the training that the NSPS T3 team will provide prior to conversion. The Program Executive Office (PEO) has posted several training course participant guides to this site in the "Training and Resources" link. Participant guides can be viewed, downloaded, printed, and/or distributed. Participant guides include the following:

- Human Resources (HR) Elements for Managers,

Supervisors, and Employees

- Performance Management for Employees
- Performance Management for Managers/Supervisors; and
- Introduction to Pay Pool Management

Please address your NSPS questions to myself or any of the following NSPS T3 team:

Sonya Montoya, 474-1283, Don Saiz, 474-1219, Jamison Herrera, 474-1804, Dolores Lujan, 846-4986, or Damian Jaramillo 474-1291.

Steve Moya

Deputy Human Resources Officer  
474-1279

### New State Equal Employment Manager

Our HRO office would like to welcome 1SG Liz Bryant as our new State Equal Employment Manager for the New Mexico National Guard.

1SG Bryant comes to us from the Office of the Adjutant General where she served on BG Montoya's Command Group Staff.

Prior to her last assignment, 1SG Bryant was the State Family Program Coordinator for 6 years. She has been a member of the New Mexico National Guard for 26 years and is currently assigned as the 2<sup>nd</sup> GS 515<sup>th</sup> Regiment First Sergeant.

HRO Benefit News	2
Employee Development	3
EEO Manager	4
Amy & Air AGR News	4
Amy & Air AGR News	5
Staffing News	6
Classification News	7

Interesting facts	8
HRO Org Chart	9

# HRO Benefits News

## Employee Assistance Program

Effective 1 October 2007 all Army and Air technicians (Dual Status ONLY) will be using a new Employee Assistant Program called Military OneSource.

Please discard any material you may have from FedSource after 30 September 2007. The new Military OneSource Employee Assistance Program will work exactly the same as the old FedSource. You will have 24/7 access to a 1-800 # with certified counselors, access to information on the web site and a new added feature of being able to order helpful CDs and material on the web site at no charge.

All Civilian employees will also transition to a new Employee Assistance Program called Life Works effective 1 October 2007. Civilians will also have 24/7 access to a 1-800# with certified counselors and access to information on the web site.

### **What can Military OneSource do for you?**

#### **Real help, Anytime, Anywhere 24 Hours a Day, 7 Days a Week**

Services are private and provided by the Department of Defense at no cost to you.

**CONSULTATION, RESEARCH and REFERRALS:** Relocating to a new community, need child care, spouse employment, help with home repairs, or have a special needs issue? We will provide a customized response. There is no question too small. No issue too big.

**INTERPRETATION AND TRANSLATION:** In more than 140 languages! Written documents can be translated and interpreters can facilitate three-way phone calls to ensure communication between you and a third party.

**COUNSELING:** Counselors are available, in your community. You have access to six (6) in-person non-medical counseling sessions per issue with a licensed counselor. Counselors can help with issues such as:

- Coping with deployment and return
- Adjusting to your new location
- Bi-cultural issues

- Marital and couples concerns
- Parenting and family matters
- Grief and loss
- Normal reactions to abnormal situations (e.g. combat)
- Stress management and more...

You will get a privacy statement explaining the limits of confidentiality when you call the service and see the counselor.

### **Counseling is available in the United States.**

**EDUCATIONAL MATERIALS:** Whether you're home sick, dealing with relationship issues, managing stress, or buying your first car, Military OneSource has booklets, CDs and audiotapes to assist you. Order today, materials will be mailed at no cost to you.

**INTERACTIVE WEBSITE:** Prepare and file your federal and state tax returns at no cost. Look for brief videos of consultants addressing common issues such as communicating as a couple, budgeting and managing anger. Other features include locators for education, child care, elder care, online articles, referrals to military and community resources, financial calculators, search by topic, live online workshops, and "Email a consultant."

Military OneSource is provided by the Department of Defense at no cost to active duty, Guard and Reserve (regardless of activation status) and their families.

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

Stateside: 1-800-342-9647

En español llame al 1-877-888-0727  
TTY/TDD accessible 1-866-607-6794

Overseas: access code,\*800-3429-6477 \*Use access code before dialing the toll free number.

Access codes can be found online.

Collect from outside the US: 484-530-5908  
Dial the international operator first

## Employee Development News & Information

### Pre-Retirement Training Tentatively Planned for August 27-28, 2008

The HRO Benefits Branch and the Employee Development Branch is currently planning a FERS Pre-Retirement training seminar at the Regional Training Institute, Santa Fe.

This two-day seminar is planned for both Army and Air Guard Technicians who are within **5-years** of their retirement date. If you are interested in attending, now is the time to start planning. Please submit a SF 182 to HRO-HRDS, Attention SMSgt Ray Flores by COB 31 July 2008.

### THIS WILL BE THE ONLY PRE-RETIREMENT SEMINAR OFFERED FOR 2008.

Here is a brief synopsis of the agenda:

Wednesday (FERS Only) A.M.

– Retirement Overview & Planning

-- Retirement Benefits/Basic Annuity – Eligibility/Service Credit

– TSP Strategies & Withdrawal Options

--Financial Planning & Tax Issues

– Estate Planning & Tax Issues P.M.

– Calculating Annuities

-- Annuity Adjustments

– Survivor Annuity & Death Benefits

– Retirement Benefits/Basic Annuity

Eligibility/Service Credit

– Life Insurance

– Social Security Benefits

Thursday Aug 31, 2006 (CSRS Only) A.M.

– Retirement Overview & Planning

-- Retirement Benefits/Basic Annuity

P.M.

– Calculating Annuities

– Annuity Adjustments

– Survivor Annuities & Death Benefits

A local issues & planning process presentation will also be discussed by the HRO Benefits Branch.

### SF 182 Replaces DD Form 1556

DoD and the National Guard will start using the SF 182 instead of the DD Form 1556 in the very near future. Technician Training Requests will be accomplished electronically using MYBIZ in DCPDS. Currently the form is being reviewed by NGB and more information will be forthcoming.

*For additional information, please contact your Employee Development Specialist – SMSgt Flores at 505-474-1513, DSN867-8513 or email at*

[ray.flores1@nm.ngb.army.mil](mailto:ray.flores1@nm.ngb.army.mil)

### Supervisory Training

The next scheduled National Guard Technician Personnel Management Course, (Formally called the 40-hour

Supervisor Course), 26-29 February 2008. This training will capture all newly appointed supervisors from the previous year. Attendance of this training is mandatory per TPR 400. It is the Supervisor's responsibility to ensure they complete this training when scheduled.

New supervisors will be contacted in November 2007 to prepare for the course. Supervisors will be need to submit a "pre-filled" SF 182 to confirm their enrollment. As usual, the course will be held at the RTI, Santa Fe, NM.

### NSPS

Personnel completing their NSPS softskills will need to submit their printed certificates of training to the HRDS. Please include your SSAN for DCPDS entries.

### Training Needs Assessments

The new timelines for submission of training needs assessments (formally known as 'training forecast' should be submitted no later than 1 December 2007 for all FY09 requirements. More information will be provided to supervisors and an email with the needs assessment spreadsheet will be sent out next month.

### HRO Training Website

Downloadable forms, costing calculators, and other tools are available on the

## EEO, ARMY, & AIR AGR NEWS AND INFORMATION

HRO website at.

<https://www.nm.ngb.army.mil/HRO%20WEB/training.htm>

### **HRO-HRDS Contacts Your Employee Development Point of Contact:**

SMSgt Ray Flores

DSN 867-8513 Com 505 474-1513

FAX 867-8544 Com.505 474-1544

email:ray.flores1@nm.ngb.army.mil

### **Equal Employment Manager**

Greetings from your state EEO Office, which is now located on the 3<sup>rd</sup> floor of the Onate HQ's Building Room 338. Our new phone number is (505) 474-1751. As the new SEEM, I look forward to my new assignment and I am striving to continue to provide our personnel with the services, expertise and training that MSG Gonzales set forth previously

As I prepare to be trained on the many avenues of EEO, I welcome anyone who would like to volunteer their help in making future events a success. If you have any questions, please feel free to contact me in at 505 474-1751.

Thank you for the opportunity to serve you in this capacity .

### **Army AGR Branch News**

#### **AGR AO WORKSHOP**

The AGR AO Workshop was

scheduled for 17 thru 19 September 2007. The LOI and agenda was sent out to all attendees on 11 September 2007. Registration will take place between 1200-1300 hrs on Monday the 17th. Workshop will commence immediately at 1300 hrs. Location of workshop is at the NM Air Guard Headquarters 150<sup>th</sup> FW Supply & Contracting Classroom (2<sup>nd</sup> Floor) Bldg 1056. A map to this location is also being sent out to everyone attending.

#### **ARMY NEW AGR ORIENTATION**

The new AGR Orientation was held Thursday 20 September 2007. Wednesday was a travel day for those participants. Registration for this event took place beginning at 0700 – 0800 hrs on Thursday morning at the same location as the AO Workshop. LOI, agenda and map was also be sent to everyone required to attend on 11 September 2007. Initially this event was scheduled to begin at 1300 hrs on Wednesday, 19 September, however the Diversity Day Activities was conducted on that day at the Wyoming Armory and everyone coming up for the orientation were encouraged to attend the Diversity Luncheon and activities.

Lodging for all attendees for both AO Workshop and AGR Orientation traveling from

outside Albuquerque area has been arranged at the Quality Inn Suites located on Gibson Avenue. It is the first hotel to the left hand side immediately upon exiting I-25 east. A \$5.00 registration fee will be collected upon registration. Travel orders for all soldiers needing lodging have been prepared by the AGR office and will be handed out upon registration.

The workshop and orientation were a great success. Thanks to all that participated. If you have any suggestion or comments please contact Army AGR Branch at DSN 867-8849 or 867-8577.

#### **PROFESSION EDUCATION CENTER**

A policy from Army National Guard Chief of Staff requiring formal mandatory training for all new hires in the full time support positions has been in effect since beginning of FY 07. With the new FY approaching, we would like to make all AGR's aware that our goal this year is to meet this requirement. We will accomplish this by enrolling everyone requiring a course for their respective full time position. This office, with assistance from G3, will input those individuals into a course at any given date. If a conflict arises upon notification that you are RE-

### Army AGR News

SERVED for a particular course, please contact either SFC Melanie Suazo @ Ext 1577 or SFC Marcella Cooper @ Ext 1849, and we will make every effort to switch you with someone else in order to accommodate you. We request everyone's cooperation and flexibility in order to meet NGB's requirements this FY.

We were not allotted enough quotas this FY for Training NCO/Officer and Readiness NCO courses, therefore, we will be identifying all soldiers requiring these courses and requesting that PEC either make a course available at PEC for our NM guardsmen only or request that they send instructors to New Mexico to be taught here at one timeframe for all. Upon making arrangements with PEC regarding these issues, information will be sent out to those soldiers concerned.

### AGR RETIREMENTS

Per AR 635-200, Chap 12, Para 12-12, all applications for voluntary retirement upon completion of a minimum of 20 years of active federal service, will be submitted at least 9 months before the retirement date. Due to the number of retirement briefings, REFRAD and/or VA physical and other possible medical evaluations, this office recommends that all re-

quests for retirement be submitted to us NLT 12 months from desired retirement date. This enables soldier to complete all the requirements prior to start of Permissive and Terminal Leave. A DA 4187 is the official form required to submit request. A sample of this form will be included in our SOP that is being staffed to be put out to the field within the next month. Please contact this office if you are within that 12 month window and have not seen the SOP. We will provide you a sample DA 4187 to submit through command channels.

### Air AGR News

ANG members and Reservists should apply for active duty retirement using the vPC-GR (virtual Personnel Center - Guard/Reserve).

-- General Officers please continue to use the AF IMT 1160 available in E-Publishing.

Officers are retired under the provision of

Title 10, USC, Section 8911, and enlisted

members are retired under Title 10, USC, Section 8914. Officers must have completed at least 10 years active service as a commissioned officer.

There is some confusion as to how the service for an active duty retirement is computed. Some members seem to think that 7,200 active duty points

equates to an active duty retirement; this is not true.

The following questions and answers should give you a better understanding:

Q. If you have enough points for an active duty retirement (approximately 7,305 points) what is retirement pay based on?

-- Active duty retirements are not based on points, the retirement is based on service. In order to qualify for an active duty retirement, a member must complete 20 years of Total Active Federal Military Service (TAFMS).

-- TAFMS is calculated two ways:

-- for tours of 31 days or more, subtract the beginning date from the ending date (add a day)

-- for tours of 30 days or less, add all days together and divide by 30 (to get years, months, and days)

-- Total the results together...if the total is 20 years or more, the member is eligible to retire under the provision of Title 10, USC, 8911 (officers) or 8914 (enlisted).

Q. What happens to the IDT points that count towards a Reserve retirement (the 90 points per year max)?

Once the TAFMS is calculated (and the member has 20 years TAFMS), then we calculate what is called 1405 service.

-- 1405 service is the inactive duty time (Reserve days) the

## Employment & Compensation News

member can be credited with when he/she is not on full time active duty.

-- The number of days per year is limited to 60, 75, or 90...the actual number is dependent on when the R/R date closed out...the number would be the same as the maximum Reserve points allowed by law for that R/R year.

-- The total (active duty plus Reserve days) cannot exceed 365 (366 for Leap ).

### Employment & Compensation News

#### USA Jobs Application Information

When applying online you will need to complete the OPM Form 1203-FX (Qualification Questionnaire) and upload your resume and any additional documentation you feel is necessary to meet the job qualifications. You must click both finish and submit when you are done. Your online qualifications questionnaire is not processed and your resume is not attached until you click the submit button.

If you apply correctly you will see a Confirmation of your Submission on the USA Staffing Application Manager with the submission details.

In addition, you will receive an e-mail as an Acknowledgement of Occupational Questionnaire (see e-mail sample below). HRO will not be responsible if you failed to apply correctly.

Email Acknowledgement Example:

NEW MEXICO NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
47 BATAAN BOULEVARD  
SANTA FE NM 87508

Receipt for: John Doe Job Series/Title: 6501/  
Ammunition and Explosives Handler Vacancy  
Identification Number:

QS 138468 Job Announcement Number:  
NM138468

USAJOBS Control Number: 891621

Open - Close Dates: 4/24/2007 - 8/17/2007

This message acknowledges the receipt of your assessment questionnaire responses for the job announcement shown above.

HRO-Staffing will review your resume and any other supporting documentation and compare them with your responses to the assessment questionnaire and ensure you meet the requirements for this position. When our evaluation is completed, we will notify you of the results with another e-mail message.

Remember, submitting your answers may not complete your application package. Many announcements also require the submission of supporting documents, such as a resume, transcripts and Veterans Preference documentation, if appropriate. To ensure you receive consideration for this position, read and follow the How to Apply instructions in the job

announcement.

If you would like to check the status of this or any other USA Staffing application, log into your Application Manager account here: <https://applicationmanager.org>

Thank you for applying to this position.

PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE. IT IS AUTOMATICALLY GENERATED.

Question regarding this subject matter can be addressed to Mr. Ray Chavez at 474-1216 or Mr. Damian Jaramillo at 474-1291.

# Classification News

Classification should never be used as a tool for adjusting pay rates either up or down for budget purposes or to suit the present or future employee of a position. Likewise, employees or supervisors sometimes attempt to get a position classified to a higher grade to reward the employee for long service, quality, and quantity of work. Classification is not the solution. In some cases, special achievement awards may be granted.

## THESE THINGS DO NOT COUNT IN CLASSIFYING YOUR POSITION

PERSONAL APPEARANCE



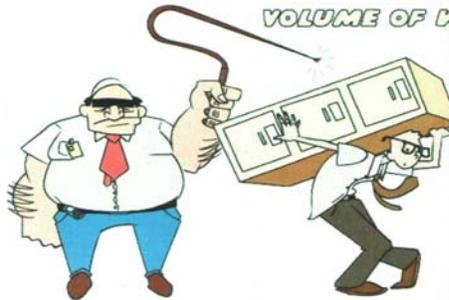
UNUSUAL DILIGENCE  
OR OVERTIME



FINANCIAL NEED

VOLUME OF WORK

RELATIVE EFFICIENCY



LENGTH OF SERVICE



SCARCITY OF NEW EMPLOYEES



UNUSUAL  
QUALIFICATIONS



PERSONALITY



# Interesting facts

"I am." is the shortest complete sentence in the English language

Colgate faced a big obstacle marketing toothpaste in Spanish speaking Countries because Colgate translates into the command "go hang Yourself."

Like fingerprints, everyone's tongue print is different.

"Bookkeeper" is the only word in English language with three consecutive Double letters

The sentence "the quick brown fox jumps over the lazy dog" uses every Letter in the English language

If the population of China walked past you in single line, the line Would never end because of the rate of reproduction

Every human spent about half an hour as a single cell.

China has more English speakers than the United States.

Each square inch of human skin consists of twenty feet of blood vessels.

An average person uses the bathroom 6 times per day.

Beards are the fastest growing hairs on the human body. If the average Man never trimmed his beard, it would grow to nearly 30 feet long in his Lifetime.

Babies are born with 300 bones, but by adulthood we have only 206 in our Bodies.

The longest place name still in use is: Taumatawhakatangihangaoauotameteaturi- Pukakpikimaungahoronukupokai-whenuakitanatahu - a New Zealand hill

More than 40,000 parasites and 250 types of bacteria are exchanged during a French kiss

The most common name in the world is Mohammed.

Camel's milk will never curdle.

Most people are an inch taller at night.

If you are right handed, you will tend to chew your food on your right side. If you are left handed, you will tend to chew your food on your left side.

# HRO Organization Chart

## NMNG Human Resources Office

