



Alaska National Guard

J1 HRO/JSS Update Status



J1 HRO/JSS Director —Col Edie Grunwald edith.m.grunwald.mil@mail.mil, 907-428-6450

Need human resources assistance? Call: 907-428-6578 (commercial) or 384-4450 (DSN)
Welcome to the J1 HRO/JSS Status Update.

1. Visit Alaska’s HRO website: <http://akguard.army.mil/sites/akarnng/Pages/hro1.aspx>
2. **Air AGRs**—Meeting the AGR Continuation Board (ACB) in June? See page 2.
3. Bargaining Unit Technician Employees: You have Weingarten rights as provided for in 5 USC 7114(a)(2)(B). Go to: <http://cpol.army.mil/library/permis/4122.html>
4. **Technicians**, Have you performed military duty, i.e. Title 10, Active duty or T32, AGR or ADOS, ADSW, or similar? If so, consider “buying back” your military time to count towards your technician retirement and service computation date ... act NOW! Call SSG Cuevas-Ruiz 907-428-6351.
5. **Technicians**, AKO has allowed the Air back on without an Army sponsor. You need to register to have access to your Mybiz, My workplace. All technicians and tech’s supervisors:—make sure your EMAIL is correct in MyBiz/MyWorkplace.
6. Updated Policies—Inclement Weather and Base Closure policy is updated annually to incorporate changes from the feedback HRO receives then coordinated through leadership and ACT. The EEO policy is updated by TAG annually. Different Categories of Leave and the 2014 Holiday Guidance has been updated.
7. Hiring Panel Questions—...Interview questions *should be job related*—Ask high value questions to determine the best candidate for success! You may send draft questions to HRO for recommendations. A diverse panel means gender, race, national origin.
8. **Diversity Leadership Training!** May 19-21, 2014 @ the Armory, JBER. Only 30 seats available. Reserve with MSgt Dave Matthews, 907-428-6518 david.r.matthews10.civ@mail.mil

HRO Deputy Director—LTC Don Mercer don.a.mercer.mil@mail.mil, 907-428-6465

—Greetings from the Deputy HRO! As we are in another busy Year, let us take the time to reflect on our blessings from last Year and look forward to 2014.

Last year, we survived the Budget Control Act, better known as “Sequestration” or the Government Shutdown. Because of the dedicated Soldiers/Airmen, civilian workforce, and coordinated efforts with Alaska Guard Senior Leaders and the Association of Civilian Technicians (ACT), the Government Shutdown was handled in a professional manner; thus, ensuring the workforce was minimally impacted and back to work at the earliest possible date.

As always, in the HRO we are continuously updating policies and procedures to best support the workforce.

Please be on the lookout for flyers and check the HRO webpage, in an effort to assist the Alaska Guard workforce. The HRO office will be conducting training throughout the year for required training whether it is mandatory or a refresher. In order to reserve your seat please submit your SF 182, Request for Training (Technicians) no later than 15 working days before the scheduled class.

Word of Caution: Even though Alaska has been experiencing unseasonably warm weather, according to the Calendar its still winter. So please drive with caution and be safe at home or during travels.

Volume 4 Issue 1

April 2014

Special points of interest:

- Technician Appraisal—Get it right the 1st time!
- Labor Update
- Sexual Assault Awareness and Prevention—Solve it together.
- Joint Support Services - Contact Information and Assistance

Inside this issue:

Quickets	2
Military Deposits	3
OWCP Q&A	4
Helpful Web Links	5
Labor Management	8
PT Program—Note to the Wise	9
Joint Services Support (JSS)	10
PAA	11
EEO—12 Months of Celebrations	12-13
Sexual Assault Awareness and	14-15
AGR and Technician Job Vacan-	16
2014 Holiday Guidance	18
Diversity AKNG-Style	19
Family Programs & POCs	20-23
Super Star!	24

“Strive not to be a success, but rather to be of value.”
—Albert Einstein

Quickets...



The **JBER NGB Supervisor's Basic Course: 5-9 May**, AKNG Armory in room B201 (JBER).

The **Eielson NGB Supervisor's Basic Course: 12-15 May**; This course is required for all supervisors who supervise technicians. If you have been a supervisor for a over a year and have not had the course, you are out of compliance—it's required within the 1st year of assignment.

Diversity Leadership Training! May 19–21, 2014 @ the Armory, JBER. Only 30 seats available.

Reserve with MSgt Dave Matthews, 907-428-6518 david.r.matthews10.civ@mail.mil

*****Performance Appraisal Application (PAA) and Individual Development Plan (IDP) training information is available on the portals and HRO website.*****

Employee Benefits section:

Regular New Employee Briefing at the beginning of each pay period. Supervisors and technicians are invited to participate at any time to get the latest information on benefits.

AGR section:

AIR AGRs—Meeting the ACB in June 2014? *You start and end your AKANG ACB Worksheet 20140.* Be sure to turn in your last five EPRs or OPRs, your Record Review Report of Individual Personnel (RIP), education, duty history, Time in Service (TIS) and Time in Grade (TIG), Fitness Assessments for the past 24 months, and Major award/decoration narratives to go with your AKANG ACB Worksheet, 20140. I recommend getting this all to your HRO liaison by 21 May. All of this is due to the HRO by 22 May. If you do not agree with your commander's recommendation on the worksheet, you may submit a personal letter to the ACB. You must get your letter to the HRO (ATTN: LTC Mercer) by 1 June 2014.

Three helpful ACB documents are located on the <http://akguard.army.mil/sites/akarng/Pages/hro1.aspx> under AGR management.

AGR Job applications: are being accepted using NG AK AKARNG Mailbox HRO-Apply. Applicants may chose to use AMRDEC to submit applications: <https://safe.amrdec.army.mil/safe/Welcome.aspx>
HRO advises applicants to REDACT any PII.

AGR RETIREMENT: Are you preparing to retire from the AGR program within the next year?

ARMY: Immediately contact the Army AGR manager in the HRO, MSG Weaver (907) 428-6458 or DSN 384-4458, maria.l.weaver@mail.mil. You must apply and MSG Weaver will assist to ensure all contact points are met. Plan to start your request one year from your retirement date.

AIR: Contact your Forces Support Flight so you may apply via on-line electronically. Plan to apply six months prior to your desired retirement date. Your Forces Support Flight can guide and assist you.

Federal Long Term Care Insurance Program

Apply for the Federal Long Term Care Insurance Program (FLTCIP) anytime! Don't wait for another open season....

You don't have to wait until the next open season to apply for the FLTCIP. Federal family members can apply for FLTCIP coverage anytime using the full underwriting application.

To apply now, visit www.LTCFEDS.com <<http://www.LTCFEDS.com>>
or call 1-800-LTC-FEDS (1-800-582-3337)
TTY 1-800-843-3557.

Military Deposits POC—SSG Ivan Cuevas-Ruiz

Military Service Deposits

Take a look at block 20 of your LES titled “Military Deposits” and check the activity on it. Is it blank? Do you owe a balance? Do you have a paid balance? Block 20: Track how much you have paid towards your military service deposit since June 1995 or when you became an employee with the AK Army/Air National Guard if you have worked for another agency or moved between Army to Air paid employee.

A military service deposit is a payment made to the civilian retirement fund (FERS or CSRS) to allow **creditable military service to be used toward retirement eligibility and in annuity computations.**

All Title 10 active duty and USERRA military service is potentially creditable for retirement purposes. As a FERS employee you must pay a deposit to receive retirement credit unless you are a CSRS employee hired prior to 01 Oct 1982. There is a two-year grace period from the date of your first retirement coverage to pay a military deposit in full and not be charged interest. On the third year anniversary of retirement coverage, interest on the unpaid balance will accrue annually until the deposit is paid. Interest cannot be waived regardless of how long the process takes or if the process was not completed for any reason.

Check with the HRO Benefits Specialist as soon as possible to find out if a particular military service is creditable. For example, creditable service may include Active Duty in any branch of military service, active duty for training in the Reserves, Basic Training, Military Academy, Deployments, and many more. Title 32 service such as an AGR tour may be creditable under certain, limited circumstances.

The military deposit must be paid in full before you separate. Service periods that have a break of at least one day can be paid separately. The process to pay the deposit can take up to 120 days so don't wait until right before retirement to begin! You can only pay one period of military service at a time. ***** **DFAS will no longer accept military deposit applications after the technician has left service. *** ****

To initiate the process contact SSG Ivan Cuevas, 907-428-6351 or ivan.g.cuevasruiz.mil@mail.mil. SSG Cuevas will send you the “Self Help Employee Instructions” for military deposits and to answer any questions you may have.

Contact HRO if you have an “owed” balance to begin payments immediately. If you have a “paid” balance HRO will request a paid-in-full receipt on your behalf. Before a paid-in-full letter can be requested to DFAS it is important you **ensure that your mailing address is current** with the USPFO (Army) or your local accounting and finance office (Air). A good way to know if your address is current is if you are receiving your TSP annual statements.

Benefits

Do you have Federal Employee Health Benefits (FEHB), Federal Employee Group Life Insurance (FGLI), or a Thrift Savings Plan? Check your Leave and Earnings Statement (LES) under “Deductions” to ensure all proper payments to your benefits are being deducted. Contact and HRO Benefits Specialist if you notice any discrepancies

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Human Resources Assistant
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OWCP Q & A—TSgt Vanessa Peterson

Workers' Compensation

WORK INJURY
CLAIM FORM

Are all work-related injuries covered under the FECA/OWCP?

All kinds of injuries, including diseases caused by employment, are covered if they occur in the performance of duty. However, benefits cannot be paid if injury or death is caused by willful misconduct of the injured employee, by intent to bring about the injury or death of oneself or another, or by intoxication of the injured employee

Does an employee need an attorney or other representative to file or pursue a claim for compensation?

No. However, the employee may obtain the services of an attorney or other representative if desired. A Federal employee may not serve as a representative unless he or she is an immediate family member of the injured worker or is acting in his or her official capacity as a union representative. An OWCP employee may not act as a representative under any circumstances. The employee must advise OWCP in writing of the name of the representative. No special form is needed, but the employee must sign the statement.

Is it necessary to report all injuries that occur at work, even minor ones such as a cut finger or bumped knee

All injuries should be reported when they occur, since a minor injury sometimes develops into a more serious condition. Benefits cannot be paid unless an injury is reported.

Does the FECA/OWCP cover a pre-existing medical condition that is aggravated by factors of employment?

Yes. Diseases and illnesses aggravated, accelerated or precipitated by the employment are covered. The employee must submit medical and factual evidence showing that the employment aggravated, accelerated, or precipitated the medical condition.

Are there penalties for filing a false claim?

Yes. Federal law (18 U.S.C. 1920) provides:

Whoever knowingly and willfully falsifies, conceals, or covers up a material fact, or makes a false, fictitious, or fraudulent statement or representation, or makes or uses a false statement or report knowing the same to contain any false, fictitious, or fraudulent statement or entry in connection with the application for or receipt of compensation or other benefit or payment under subchapter I or III of chapter 81 of title 5, shall be guilty of perjury, and on conviction thereof shall be punished by a fine under this title, or by imprisonment for not more than 5 years, or both; but if the amount of the benefits falsely obtained does not exceed \$1,000, such person shall be punished by a fine under this title, or by imprisonment for not more than 1 year, or both.

For questions regarding OWCP please contact SSgt Vanessa Peterson, the Injury Compensation Programs Assistant (ICPA) at (907) 428-6442.

Annual Leave Carryover—Mr. Robert Gregori—Benefits, ERS, Classification



TECHNICIANS:

USING OR LOSING YOUR LEAVE



New Leave Year: New Leave Balance... did you begin the year with 240 hours of annual leave and now have the infamous “USE OR LOSE” leave? Or did you have leave restored two years ago and are now in the final year to use it - along with new USE OR LOSE to plan to use, as well? You may even have a time-off award or comp-time leave that is under the clock as well (yes, there is a time limit on when you use it. The expiration date is on the SF50 you receive when the time is awarded. Contact your payroll office to find out the comp time expiration dates). Now is the time to work with your supervisor and schedule (in writing) when you will be able to use the leave you are entitled to receive and still accomplish the mission. This can be a problem if you have any long-term training or inspections through the year that would limit when you can use your annual leave. If you realize, at mid-year, that you will not be able to use all of the leave mentioned above: first—exhaust the leave that will expire soonest. Unless you are planning to separate, then you want to use award and comp time and save the annual leave for lump sum pay out. Check the LMA—REMEMBER there are specific guidelines outlined in the Labor/Management Agreement as to when your request for leave carryover must be submitted if the mission or illness precludes you from using your already scheduled leave. It is not a “given” that your “Use or Lose” will be restored. **The Law for leave carryover requires you to have actually scheduled the leave in writing and it is cancelled for the above reasons.** Leave balances are available from the payroll office for supervisors to assist their technicians in getting the use or lose leave scheduled.

HELPFUL WEB LINKS

<http://akguard.army.mil/sites/akarng/Pages/jobs.aspx> – AKNG employment opportunities

<https://www.tsp.gov/index.shtml> - Thrift Savings Plan Website

<https://mypay.dfas.mil/mypay.aspx> - MyPay and links to DFAS Resources

<http://www.dfas.mil/civilianemployees.html> - DFAS for civilian employees

<http://www.express-scripts.com/TRICARE/> - TRICARE Pharmacy Program

<https://host1.medcohealth.com/consumer/site/login?partner=DOD&accessLink=TRICARE> - National Mail-Order Pharmacy Website

<http://www.ucci.com> - United Concordia Website family Dental)

<https://secure.addp-ucci.com/ddpddw/adsm/adsm.xhtml> TriCare AGR Dental Program

<http://www.uccifedvip.com/tucfep/employees/home.jsp> - United Concordia for Federal Employees and Annuitants

<http://www.defensetravel.dod.mil/site/bah.cfm> - Defense Travel Management Office: Basic Allowance for Housing (BAH) – Military

<http://www.defensetravel.dod.mil/site/colaCalc.cfm> - Overseas Military COLA Calculator (includes Alaska)

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> - Travel Per Diem Rates Query

<http://www.dfas.mil/militarymembers/payentitlements/militarypaytables.html> – Military Base pay/BAS info

<http://www.opm.gov/faqs/topic/domesticpartner/index.aspx> - FAQ: Same Sex Domestic Partner Benefits

<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/14Tables/html/AK.aspx> - Salaries & Wages – General Schedule (GS employees) 2014 Locality Payment pay scale

<http://www.dodig.mil/> - Office of Inspector General <http://www.doa.alaska.gov/dmv/> – AK Division of Motor Vehicles

<https://www.my.af.mil/faf/FAF/fafHome.jsp> - Air Force Portal

<https://www.us.army.mil/> - AKO (Army Knowledge Online) FOUO

<http://www.arpc.afrc.af.mil/> – Air Reserve Personnel Center

NGB Supervisor's Course: 5-9 May (JBER) & 12-15 Eielson AFB

USERRA RIGHTS

Attention all AGRs!!

Please be advised if you are a technician on **Absent-US** and covered under USERRA, it is your responsibility to **keep HRO advised** of any order updates or contingency deployments that may extend your USERRA protection out past the cumulative 5 years. When your USERRA expires, you are separated from your technician status. We base the date on information received from you. It is your responsibility to keep track of the dates and submit orders/changes to HRO. HRO will process a separation as an abandonment of position at the 5 year mark. This separation will be based on the information in your file and will be automatic, so it is imperative you keep HRO updated with current orders/exempt times. HRO can assist you in determining what is and is not exempt under USERRA as well as determining your specific expiration date. It would be prudent to contact HRO prior to using any Mil Leave if you think you may be close to your expiration date. Use of Mil Leave after the USERRA expiration will be considered a debt and DFAS will collect.

An additional note on what is covered under USERRA:

You have USERRA protection for a cumulative of 5 years with the Alaska National Guard. This means that if you are Army and change to Air, and/or vice versa, ALL of the USERRA time is calculated. In other words, if you are Alaska Army National Guard and do a temp AGR tour for 3 years and then switch to the Alaska Air National Guard and pick up another AGR tour, your USERRA protection will expire in 2 years.

Any questions can be directed to the HRO Liaisons at the Wings or Benefits Section in HRO.

Human Resources Development—Training—Mr. Dave Matthews

NGB "Personnel Management" also known as the Basic Supervisor course and Refresher courses for 2014

The **JBER NGB Supervisor's Basic Course** will take place **5th - 9th of May** at the Alaska National Guard Armory in room B201 (JBER). The **Eielson NGB Supervisor's Basic Course** will be on the **12th -15th of May**. This course is required for all supervisors who supervise technicians. If you have been a supervisor for a over a year and have not had the course, you are out of compliance—it's required within the 1st year of assignment. If you've had the course and it's been three years or longer—you are required to attend the refresher course. The chain-of-command is responsible to ensure attendance. It's paramount the chain-of-command coordinate changes in supervision coordinated with HRO. This is especially important with the new technician appraisal program.

Performance Appraisal Application (PAA) and Individual Development Plan (IDP) training information is available on the portals and HRO website.

Mr. Dave Matthews

david.r.matthews10.civ@mail.mil (907) 428-6518 or DSN 384-4518

DEERS RELOCATION in the JFHQ Armory

Effective 13 February 2014, the DEERS/RAPIDS ID card machine in the Anchorage Amory has been relocated to C-118 near the main armory entrance. Soldiers, Families, DoD Contractors, and all other eligible recipients may visit the office to obtain ID Cards starting 13 February at 1300hrs. The posted hours for DEERS/RAPIDS actions will remain the same with all other G1 personnel actions still being conducted in E-213. Please disseminate this information to your Soldiers at the lowest level to ensure service continuity. POC is SFC Scott at 428-6431.

Hours of operation are as follows:

Monday thru Wednesday: 08:00 – 16:00hrs

Thursday: 13:00 – 16:00hrs

Quality Force Management—MSgt Travis Doyle—Staffing

Temp Tech Appointment:

1. **Start:** Supervisors, when bringing on Temporary Technicians, the employee must be in a Technician status on the first day of in-processing (must be in-person), they cannot be on orders or in a military status of any type (unless on terminal leave from an AGR / Active Duty assignment and the HRO must have a copy of the terminal leave). The purpose of a temporary technician is to backfill while advertising a vacant position, or possibly a time sensitive and termed project.

2. **Termination:** Extension requests must be to the HRO prior to the termination, which happens automatically in the system, if an extension is not processed. As a courtesy, the HRO sends lists for temporary appointments termination dates for assistance to manage this program. If the appointment terminates, the HRO must request changes through NGB which causes pay issues for the employee. Call the HRO if you expect the approved request to be late for any reason.

If you or anyone you know has applied for one of AK National Guard jobs online at www.usajobs.com and you are not quite sure if your application was received, give the HRO a call or email us prior to the closing date to verify receipt of your application. We would much rather take a few minutes to verify that your application was received vs. requesting a waiver after the fact with proof that you attempted to apply. POCs in HRO are TSgt Hutchison, 428-6462 or MSgt Doyle, 428-6459.

Per changes to the Labor/Union contract negotiations, our Areas of Consideration have changed for our Vacancy Announcements. Below is a breakdown of the new Areas for your information:

For all Bargaining Unit Positions:

Area 1 - Current AKNG Permanent/Indefinite Technicians

Area 2 - AGRs and Traditional Soldiers of the Alaska National Guard

Area 3 – All other current military members

Area 4 - All others eligible to join the AKANG or AKARNG (depending on Air or Army Advertisement)

For all Non-Bargaining Positions:

[Area 1 - All current members of the AKNG](#)

Area 2 – All other current military members

Area 3 - All others eligible to join the AKANG or AKARNG (depending on Air or Army Advertisement)

Travis L. Doyle

MSgt, AKANG

HR Specialist, Recruitment and Placement

PH: 907.428.6459 DSN: 317.384-4459

FAX: 907.428-6479 DSN: 317-384-4479

E-MAIL: travis.l.doyle.mil@mail.mil

Technicians, If you change military positions, ensure your new MOS or AFSC is compatible with your technician position.

*“It is because of you –
our service members,
who live to sacrifice and to honor
that we live free in this great land.
You are the pride of Alaska.” —
Governor Sean Parnell*



Join your Enlisted and Officer Associations!

ANGOA's Annual Conference: 26 April 2014
@ The Hotel Captain Cook. (0730-1430)

ANGEA's Annual Conference: 10 May 2014
@ The AWEC, JBER (0800-1500)

**ANGEA & ANGOA are sponsoring a Joint Industry Day: 8 May 2014 @
The AWEC , JBER—0900-1500—Stop by!**



Labor Management—CMSgt Bernie Kale

Performance vs. Conduct

How do you decide whether you are dealing with a **performance problem** or a **conduct issue**? The easy answer is **"Can't vs. Won't"**. Most performance issues are the result of the technician trying their best to do the job but they just "can't" seem to get it done on time or properly. In most cases additional training/mentoring can solve the problem. On the other hand, if the technician is capable and trained but "won't" do the work, you have a conduct issue. Regardless of whether it is performance or conduct, the supervisor needs to **counsel** the technician and document the counseling in an effort to correct either the performance or the conduct. Now comes the hard part. The LRS mantra...*document, document, document.*

So, we've identified an issue and we've determined it is **performance**. The supervisor, in concert with the HRD and LRS staff, can now develop a plan to ensure the technician is trained and if not, work with them to get them the necessary training. Once again, document! In most cases, these issues become a thing of the past. That is not to say there are isolated situations where, for whatever reason, the training or the retraining doesn't take and sometimes the technician and the agency just don't fit. It doesn't mean the individual is a bad employee - it's just not a good fit.

When you've determined you have a **conduct** issue, the counseling and documentation become a little more important. It is the agency's responsibility to prove the technician has done something wrong and document the circumstances in sufficient detail to support the discipline proposed in concert with the LRS and JAG. The LRS and JAG will coach the supervisor through the process described in TPR 752 http://www.ngbpd.c.ngb.army.mil/pubs/TPR/tpr752_2010.pdf

Keep in mind, Appendix D, Table of Penalties, is a guide.

Check: YES	A few notes to remember as you collect information:
	<i>Accurately and completely identify the issue</i>
	<i>Was the employee aware of the rule, regulation, policy, or direction</i>
	<i>Gather "all" the facts...supervisor, employee, and any witnesses</i>
	<i>Don't forget Weingarten Rights (Title 5 United States Code (USC) section 7114(a)(2)(B))</i>
	<i>Remain objective, it's not personal, it's business</i>
	<i>Document...Document...Document</i>

George B. Kale
 Labor Relations Specialist
 JFHQ/ Alaska National Guard
 w: 907-428-6463
 c: 907-854-1958

Want a copy of the Labor Management Agreement?
<http://akguard.army.mil/sites/akarng/HROITEMS/Alaska%20LMA%202013-2015%20OFFICIAL%20Final.pdf>

Alaska National Guard Voluntary Physical Fitness Program — Mr. Robert Gregori

TRUE STORY:

I received the comment “you are here early”... from another person while finishing up my exercise under the program at a local (non military) gym. I replied that I was able to come to the gym under our **PT program** because we were given time off to participate. Another person in the room joined the conversation by saying “yeah, I have a buddy in the National Guard (he mentioned the branch but I will not) *who uses the time to pick up his kids after school and never goes to exercise*”. **I definitely replied to his revelation but what issues can you see here?** There of course is the moral ethical issue, the impression this Guard member gives to a person in the community and, from a HRO Benefits perspective, what happen if this individual has an auto accident while in route? Is the person going to claim OWCP injury or just figure out a way to cover their tracks?

(Excerpt from the Office of Personnel Managements Q&A regarding Wellness programs)

Can an agency grant time off for fitness activities?

Each department or agency has discretion to excuse employees from their duties without loss of pay or charge to leave. OPM advises that the granting of excused absence satisfies one or more of the following criteria: (1) the absence is directly related to the department or agency’s mission; (2) the absence is officially sponsored or sanctioned by the head of the department or agency; (3) the absence will clearly enhance the professional development or skills of the employee in his or her current position; or (4) the absence is brief and is determined to be in the interest of the agency. Ultimately, it is the responsibility of each department or agency head to balance support for employee’s health/wellness activities with the need to ensure that employees work requirements are fulfilled and that agency operations are conducted efficiently and effectively.

This is **a great benefit** for all Alaska National Guard Federal Employees and Active Guard Reservist. The program is voluntary and encouraged by the Adjutant General. Supervisors are ultimately responsible for their employee’s participation (if the employee chooses to participate) and the employee’s involvement in the program is properly documented. Documentation should include a current signed copy of the Alaska National Guard Voluntary Technician Physical Fitness Program Statement of Understanding and Liability and an employee specific Voluntary Physical Fitness Program Sign In/Out Roster. The two forms and the current Policy on the PT program can be found on the HRO website and through the AK Portal/Special Staff/HRO/Policies/Policy 11-01. These are documents that protect you and the Alaska National Guard on a variety of fronts to include Office of Workers Compensation, Adverse Actions and approved “Duty Location”. You are literally in an **Absent Without Leave** status if you haven’t completed them. But more important is having proper documentation **in the event you injure yourself** during your approved relocation of your duty station. The Office of Workers Compensation needs proof you were “in the performance of your duties” when the injury occurred. Otherwise, your claim may be denied.

This program depends on a relationship of trust to make use of a program not enjoyed by all agencies. **Supervisors, this might be a good time to go over the PT Policy letter; update the agreement form if it hasn’t been done for a while.** Determine specifically what/when and where your employee is utilizing this time and ensure it meets the requirement of the PT policy and be sure your employees are signing in and out on their participation logs. Definitely investigate all OWCP claims as required by the OWCP program. PT injuries without an agreement run the risk of being denied.

Questions regarding the OWCP program can be addressed to TSgt Vanessa Peterson at 428-6442. Questions regarding this article can be addressed to Mr. Robert Gregori at 428-6475

[http://akguard.army.mil/sites/akarnng/SiteCollectionDocuments/11-01%20PT%20Policy%20AKNG%20HRO%20\(with%20attachments\)2.pdf](http://akguard.army.mil/sites/akarnng/SiteCollectionDocuments/11-01%20PT%20Policy%20AKNG%20HRO%20(with%20attachments)2.pdf)

Family Programs Director—Lt Col Kay Spear-Budd



Upcoming Joint Services Support (Family Program) Events:

Visit our Facebook for real time event announcements: www.facebook.com/AKNGFamily

For any assistance contact the Family Assistance Center at 428-6663/1-888-917-3608. 24-hour assistance is available for emergencies that can't wait until the next duty day.

ARE YOU PREPARED?

As we observe the 50th Anniversary of the 1964 Earthquake the Joint Services Support / Family Program (JSS/FP) Office prepared and participated in VIGILANT GUARD 2014 / Alaska Shield 2014 (statewide exercise). Your JSS/FP Office STOOD UP the first Emergency Family Assistance Center. Preparation included: outreach and education to our service members and their families. All JSS/FP staff attended a Train-the-Trainer Certification Course put on by Department of Homeland Security and Emergency Management so we can bring you effective and accurate information as we continue to help you prepare for the next disaster.

On the last Friday of the month (Sep-Apr) we carry the theme of Emergency Preparedness during our Fun-tastic Family Night events. Keep an eye out for our schedule sometime in June and mark your calendar. We'll offer mini workshops to include: CPR/First Aid certification, Emotional Preparedness for a Disaster, Post Disaster Precautions, Military Spouse Role (State Activity Duty) and what it means to you and your planning for a disaster, Surviving a Disaster, Disaster Family Plan, and Packing a Get Away Bag just to mention a few. All events will be geared toward adults with matching events for children.

If you're interested in any of the events or would like us to provide unit specific training give us a call and we'll share an array of education opportunities with you to include workshops on Four Lenses, Disaster Preparedness, ESGR, Military OneSource, Transition Assistance, Resiliency and Suicide Prevention and Child and Youth specific events to name a few.

We're your Joint Services Support/Family Program Office and we're here to service!

Hazards

Some of the things you can do to prepare for the unexpected, such as making an [emergency supply kit](#) and developing a family communications plan, are the same for both a natural or man-made emergency.

However, there are important differences among potential emergencies that will impact the decisions you make and the actions you take. Learn more about the potential emergencies that could happen where you live and the appropriate way to respond to them.

[Earthquakes](#)

Risk: Ground shaking during earthquakes can cause partial building collapse, shattered glass, falling objects, and shifting debris.

Response: Secure heavy items in your house and build an [emergency kit](#) to prepare.

Drop, Cover, and Hold On during an earthquake.

Learn more: <http://earthquake.usgs.gov/earthquakes/>

[Are you Ready for the Next Big Quake](#)

~~GET READY! WE ARE CHANGING TO THE NEW~~

WE HAVE ALREADY CHANGED.

ALASKA NATIONAL GUARD

PERFORMANCE APPRAISAL APPLICATION (PAA)

Initial training has been conducted and supervisors should have completed their inputs for the conversion. **Be sure you are registered in MyBiz/MYWorkplace and confirm your employees are current and email addresses are correct.** Watch for more information regarding the change. **Important actions to be considered now are as follows.** POC is MSG Everett Johnson at (428-6247)

PAA Appraisal Cycle

Appraisal Conversion Cycle



New Standards to be input into PAA

PAA Appraisal Period (Appraisals due to HRO)

New 2013 appraisal cycle for the Alaska National Guard will be 1 March 2013 through 28 February 2014.

IMPORTANT DATES: 1 November 2012 thru 28 February 2013

- **All technicians whose birth month is during this period will receive an extended annual appraisal under the old system with an end date of 28 Feb 2013 (will be greater than 12 months)**
- **Technicians with existing Performance Plans/Standards established previously anywhere from March 2012 thru October 2012 will remain in effect and be closed out with a 28 Feb 2013 end date. (Will be less than 12 month period)**
- **01 Mar 2013 all technicians (except trial probationary period) will have Performance Plan under PAA established with an Appraisal Cycle 01 Mar 2013 thru 28 Feb 2014.**
- **Trial/Probation period remain in place for original 365 days – if annual appraisal closes out between Nov 12-Feb 13, then it will be under the pass/fail appraisal. Follow on Plan will be under the PAA and end date 28 Feb 14**
- **New Trial Probationary Employees hired from Nov 2012 – Feb 2013 will be under Pass/Fail ending 365 days past date of appointment. Trial Probationary period employees will begin PAA the month following completion of pass/fail appraisal period.**
- **Career employees whose position/supervisor changes from 01 Nov 2012 thru 28 Feb 2013 will remain under the Pass/Fail system until 120 days pass. At the completion of 120 days an Out of Cycle Appraisal will be done and the PAA will be established effective the day after closeout.**
- **November 2012 – Supervisors can begin building new standards within DCPDS (My Workplace) for all permanent and indefinite employees.**
- **31 March 2013 – Closeout under Pass/Fail due and new PAA Standard in place on everyone except those in trial probationary.**

Our first appraisal period has come to an end. Please call MSgt Johnson if you'd like to coordinate PAA Training/Troubleshooting sessions. 907-428-6247 or DSN 384-4247

State Equal Employment Opportunity—CMSgt Robotkay

MARTIN LUTHER KING, JR - January 15th

Twenty years after Dr. Martin Luther King, Jr. proclaimed to the world his dream for equality, Public Law 98-144 was enacted, designating the third Monday in January as a Federal holiday commemorating Dr. King's birthday. The King Holiday honors the life and contributions of America's greatest champion of racial justice and equality, the leader who not only dreamed of a color-blind society, but who also led a movement that achieved historic reforms to help make it a reality. George Washington is the only other American whose birthday has been designated as a Federal holiday.

[Martin Luther King, Jr. http://www.thekingcenter.com](http://www.thekingcenter.com)

AFRICAN-AMERICAN HISTORY MONTH - February

The Civil Rights Acts of the 1960s were great breakthroughs. Not only did they afford African-Americans legal rights that every American should have, they provided for enforcement of the anti-discrimination laws of the federal government. By the early 1970s, the military had instituted directives, policies, and training on race relations and equal opportunity.

[National Association for the Advancement of Colored People \(NAACP\)](#)

[National Urban League](#)

[Blacks in Government \(BIG\)](#)

WOMEN'S HISTORY MONTH - March

American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our nation in countless recorded and unrecorded ways. They have played and continue to play a critical economic, cultural, and social role in every sphere of life by constituting a significant portion of the labor force, working inside and outside of the home, and by providing the majority of the volunteer labor force. Against the odds, women have earned respect and admiration from our nation.

[Federally Employed Women](#)

[Women in Military Service of American Memorial Foundation](#)

[Women's Hall of Fame](#)

[National Women's History Project](#)

[US Army Women's Museum](#)

"DAYS OF REMEMBRANCE" of Victims of the Holocaust

(One week incorporating Ha'Shoah) - April 23 to April 30th

The United States Holocaust Memorial Council (USHMC) was established in 1980 by public Law 96-388. The council coordinates an annual, national civic commemoration of the Days of Remembrance of the Victims of the Holocaust, held in the Nation's capital. Ceremonies are conducted throughout the U.S. during the annual Days of Remembrance, proclaimed by the USHMC for a designated one-week period (Sunday to Sunday) each spring between mid-April and Mid-May.

Amazing book: [Night](#), by Elie Wiesel—A terrifying account of the Nazi death camp horror—an unforgettable tale.

[United States Holocaust Memorial Museum](#)

AKNG's Strategy on Diversity

Vision: "...its future success relies heavily on valuing diversity as an essential element of its current and future workforce. Alaska is home to many different peoples and offers the ultimate pool of talent and strength—encompassing all the different characteristics and attributes of our Airmen, Soldiers and Federal civilians consistent with DoD core values. Diversity is integral to the overall readiness of our force and mission accomplishment for our state, nation, and around the globe..."

ASIAN-PACIFIC ISLANDER MONTH – May

Asian-Pacific Americans have been in the United States for over 150 years; however, little is known about their history. To better understand the variety of backgrounds, traditions, and paradigms of these vital members of our society is to better understand what makes America itself great as a nation of immigrants. "Asian-Pacific-American" affixes a common label to a vast array of ethnic groups. The common American perception tends to lump all Asians together into one racial group, without distinct ethnic and cultural differences. The term actually identifies individuals from at least 29 different countries, each with a unique historical and cultural heritage of its own. There are many differences in language, food, and religions among Asian-Pacific-Americans as among the Greeks, Irish, Italians, or Germans.

[Federal Asian Pacific America Council \(FAPAC\)](#)

[Asian Pacific American Heritage Council](#)

WOMEN'S EQUALITY DAY – August 26th

On Aug 26, 1920, the 19th Amendment granting women the right to vote was certified as part of the U.S. Constitution. Referred to as the Susan B. Anthony Amendment, it states, "The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex." The U.S. Congress designated August 26 as "Women's Equality Day" in 1971 to honor women's continuing efforts toward equality.

[Diversity Management and EEO, US Department of Veterans Affairs](#)

NATIONAL HISPANIC HERITAGE MONTH – 15 September – 15 October

Every year since 1968, by presidential proclamation, a week has been set aside to honor the contributions of Hispanic-Americans. Recognizing that a week was not long enough to recognize the Hispanic population's significant achievements and contributions, Congress voted in 1989 to expand this week to a month-long celebration, known as National Hispanic Heritage Month.

[National IMAGE, Inc](#)

[League of United Latin American Citizens](#)

AMERICAN INDIAN HERITAGE MONTH – November

The term "Native American" is used to describe 504 recognized tribes, including 197 Alaskan Native groups such as the Eskimos and the Aleuts. About 100 of these tribes have become extinct since the arrival of Europeans on American soil. There are roughly 300 Indian reservations in the United States, the largest of which is the Navajo Reservation, which extends throughout 16 million acres in Arizona, New Mexico, and Utah. The Native American people are the only political group specifically identified in the United States constitution.

[Bureau of Indian Affairs](#)

[Gathering of Nations](#)

Making a decision to change our perspective:

To be content we need to make a conscious decision to change our perspective in life. When looking at a cup of tea we should see it as half full and not half empty. Well we need to apply that change of perspective to our thinking. With this change – every accomplishment no matter how “small” is a milestone. Every good thing we have or experience is a reason to rejoice. Every difficult lesson we have learned is a treasure we have gained in life. When we are content, we are at peace. We have chosen to be happy even though circumstances are difficult. We have decided to see things in a perspective of valuing every “little” good thing in life – be thankful. A thankful heart will change the way we see everything around us. A thankful heart will make us much happier each and every day. Live well.

BEVERLY J. ROBOTKAY, CMSgt, AKANG

State Equal Employment Opportunity Manager

DSN: 317-384-4466 Comm.: 907-428-6466

SEXUAL ASSAULT AWARENESS AND PREVENTION

DoD Safe Helpline

Victim care is a key component of the Department of Defense (DoD) Sexual Assault Prevention and Response (SAPR) Policy. As part of victim care, in April 2011 the Department launched DoD Safe Helpline as a crisis support service for members of the DoD community who are victims of sexual assault. Available 24/7 worldwide, users can "click, call or text" for anonymous and confidential support.

Goals

Underreporting poses a serious challenge to military readiness as the potential costs and consequences of sexual assault are extremely high. The first goal of Safe Helpline is to **provide additional channels for adult Service members of the DoD community to seek one-on-one sexual assault assistance and crisis support securely and anonymously**. The second goal is to **increase victim reporting**. Research indicates when sexual assault victims receive care, system confidence builds, which increases the likelihood victims will report to law enforcement.

USERS HAVE THREE WAYS -- "CLICK, CALL OR TEXT" -- TO GET CONFIDENTIAL SUPPORT.

CLICK: Logging on to www.SafeHelpline.org allows users to receive live, one-on-one confidential help with a trained professional through a secure instant-messaging format. The website also provides vital information about recovering from and reporting sexual assault. This service can also be accessed via a format for mobile phones.

CALL: Calling 877-995-5247 allows users to speak with trained Safe Helpline staff for personalized advice and support. Safe Helpline staff can transfer callers directly to installation-based Sexual Assault Response Coordinators (SARCs)/ On-call SAPR Victim Advocates, civilian rape crisis centers, Military OneSource, or the National Suicide Prevention Lifeline. The "warm hand-off" process personally connects the user with a resource representative for further assistance. Staff will transfer the caller to any resource at the location of the caller's choice. For example, a caller may want to speak to the SARC at the location where their unit is based, not where they are currently located. If the contact is unavailable at the time of the "warm hand-off," the Safe Helpline staff will offer contact information to the caller to follow-up with support personnel at a later time.

TEXT: Texting a location or zip code to 55-247 in the U.S. and 202-470-5546 outside the U.S. allows users to receive contact information for the SARC; medical, legal, spiritual, and military police personnel; and Department of Veterans Affairs personnel at their installation or base.

CHAT: The DoD Safe Helpline "Safe HelpRoom" is a groundbreaking group chat service that allows military victims of sexual assault to connect with peers in a moderated and secure online environment at SafeHelpline.org. Safe HelpRoom sessions are held twice weekly in two-hour online sessions. The session schedule can be found at SafeHelpline.org. Sessions are limited to 10 participants to ensure positive and productive conversations. In addition to a moderator, each session is managed by a reviewer who ensures that participant comments are respectful.

The **Safe HelpRoom** will now offer one of the two sessions weekly from 1400-1600 EST on Thursdays to provide survivor support to those deployed overseas. This change is highlighted on the Safehelpline.org website. We hope this time slot change will provide those deployed a more realistic opportunity during the time of day to participate in this unique service for our survivors of sexual assault. The other session will remain on Wednesdays from 2000-2200 EST for continued support of service members.

NEW!

Administrative Leave is now authorized for Technicians who are victims of sexual assault. Please ensure your supervisors and managers are aware of this new guidance and the OPM Reference Guide provided in the following link.

<http://www.opm.gov/policy-data-oversight/worklife/reference-materials/guidance-for-agency-specific-dvsas-policies.pdf>

The Safe HelpRoom will now offer one of the two sessions weekly from 1400-1600 EST on Thursdays to provide survivor support to those deployed overseas. This change is highlighted on the Safehelpline.org website. We hope this time slot change will provide those deployed a more realistic opportunity during the time of day to participate in this unique service for our survivors of sexual assault. The other session will remain on Wednesdays from 2000-2200 EST for continued support of service members.

Octavia L. Thompson
Sexual Assault Response Coordinator
JFHQ Alaska National Guard
Office:(907)428-6219 DSN:(317)384-4219
MOBILE: (907)854-1899
FAX: (907)428-6685
EMAIL: octavia.l.thompson2.civ@mail.mil
www.SafeHelpline.org (877)995-5247



"...WHEREAS, every Alaskan has the right to live free from fear and harm; and

WHEREAS, sexual assault and other abuse violate an individual's dignity, security, trust, and privacy and affects men, women, and children from all backgrounds across Alaska; and..."

To read more: <http://gov.alaska.gov/parnell/press-room/full-proclamation.html?pr=6734>

NGB: Annually, April is proclaimed as Sexual Assault Awareness Month (SAAM) to increase awareness and promote the prevention of sexual violence through special events and public education. The theme for 2014 is **"Live Our Values: Step Up to Stop Sexual Assault."**

Sexual Assault Awareness Month, April, 2014

- 12 April: New Commander's and 1st Sgt Training
 - 25 April: Invisible War viewing at Mat-Su College
 - 26 April: Walk-A-Mile-In-Her-Shoes (STAR – University Center, 11:30 to 2 p.m., Anchorage & Saddler's Parking Lot 2-5 p.m., Fairbanks)
 - There will be an awareness campaign display at AFEES throughout the month.
 - Our JFHQ SARC will also have an awareness campaign on the drill hall floor in the Armory, JBER.
 - Each Unit will have competitive activities which will be actionable and measurable. The unit with the most creative and successful event(s) will be recognized at a later date to culminate our sexual assault awareness campaign.
- "...sexual assault will not be tolerated in the Alaska National Guard..."**

Mark your Calendar

Safe HelpRoom

Join us Wednesdays from 8-10pm ET
and Thursdays from 2-4pm ET

* Group chat session available to sexual assault survivors in the military *



Live 1-on-1 Help Confidential Worldwide 24/7

When you don't know what to do or with whom to talk, contact Safe Helpline for confidential sexual assault support...24/7, worldwide access to sexual assault experts.



Click www.SafeHelpline.org

Call 877-995-5247

Text* 55-247 (inside the U.S.)

202-470-5546 (outside the U.S.)

*Text your location for the nearest SARC

Fulltime Job Opportunities

Jobs vacancies change continuously; it is important to check the websites frequently.

Lots and Lots of Opportunities!

Air AGR Job Announcements: <http://dmva.alaska.gov/employment.htm>

[ANG 14-44A Maintenance Management Superintendent](#)

[ANG 14-51A C2 Battle Management Ops Journeyman](#)

[ANG 14-45 Refuel Bomber Aircraft Maintenance Craftsman](#)

[ANG 14-52 Cyber Transport Systems Journeyman](#)

[ANG 14-46 Air Battle Manager](#)

[ANG 14-53 Traffic Management Craftsman](#)

[ANG 14-47 Air Battle Manager](#)

[ANG 14-54 Aircraft Loadmaster Supervisor](#)

[ANG 14-48 In-Flight Refueling Superintendent Stan Eval](#)

[ANG 14-55 Deputy Mission Support Group Commander](#)

[ANG 14-49 Pararescue Superintendent](#)

[ANG 14-56 Enlisted Accessions Recruiter](#)

[ANG 14-50 Command Post Journeyman- SAR Senior Controller](#)

[ANG 14-57 Logistics Readiness Squadron Commander](#)

[ANG 14-58 HC-130 Pilot](#)

Army AGR Job Announcements: <http://dmva.alaska.gov/employment.htm>

[ARNG 14-01 Military Police](#)

[ARNG 14-08 Engagement Control Team Leader](#)

[ARNG 14-13 Physician Assistant](#)

Air Technician: <http://www.usajobs.gov/JobSearch/Search/RSSFeed/393793>

HELP WANTED: Temp HR GS-03/04/05/06/07: 428-6463, or x 6465 or x 6454

[HR Specialist \(Recruit & Placement\)](#)

[AIRCRAFT PNEUDRAULIC SYSTEMS MECHANIC - Military Membership Required](#)

[PUBLIC AFFAIRS SPECIALIST - Military Membership Required](#)

[QUALITY ASSURANCE SPECIALIST - Military Membership Required](#)

Army Technician: <http://www.usajobs.gov/JobSearch/Search/RSSFeed/393759>

[SUPERVISORY AIRCRAFT FLIGHT INSTRUCTOR - Military Membership Required](#)

[AIRCRAFT FLIGHT INSTRUCTOR - Military Membership Required](#)

Contractor Positions: <http://dmva.alaska.gov/employment.htm>

[HRCI FAC Specialist Position Advertisement - Anchorage, AK](#)

[Federal Contracting](#)

[HRCI FAC Specialist Position Advertisement - Fairbanks, AK](#)

[AK-NG ESS Position Announcement](#)

ADOS Job Announcements

[MPSC AK Anchorage Advertisement](#)

The AK National Guard HRO invites you to participate in the ICE feedback so we may better serve you.
http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=1160&service_category_id=33&dep=*DoD

Welcome Our New Technicians & AGRs

Army

AGRS

Erica Edwards
 ROSARIO, ERIC S.
 SIRITHONE SOURIVONG-
 NICHOLAS HANN,
 ALAN M. KELLEY
 SHELDON R. MOSELEY
 MOSES E.TOYUKAK
 DAVID A.MCCOLLUM
 MARK D. JENKINS
 KENNETH F.WILLETT
 PAUL J.JONES
 DEVON KOTHE

Technicians

CROMWELL A. DYETTE
 JULIE M. MILLER
 SAMANTHA L. SHIRLEY
 GREGORY E. VANISON
 DANIEL J. MACINTYRE
 TOSCA M.YEAGER
 PAUL C. MILLER
 DAVID S. DEVITO

176th AGRs

Christopher Wilson
 Ryan Burke
 Janet lemons
 Daniel Reinhart
 Jack Evans
 Franz Deters
 CHRISTOPHER WILSON
 RYAN BURKE
 DAVID TAYLOR
 JANET LEMMONS
 DANIEL REINHART
 JACK EVANS
 SEQUOYA JOSEPH
 RAYMOND MORACE
 BRIAN KILE

168th AGRs

Timothy Vanderhoff
 Robert Mackelprang
 Steven Czajkowski
 JAMES WILLIAMSON
 JAMIE EBERLE
 CARL COLLINS

Air Technicians

Alvin Collelo
 Erin Kelley
 Anthony Gugino
 Tyler Hoskins
 Nikola Tomic
 Brian Christopherson
 Laura Grossman
 Mariah Kusky
 Jace Olson
 Fidan Thornburg
 Trevor Tomlinson
 LUKE I. SJOBLUM
 JEANPAUL S. WILLIAMS
 JHEREN-MICHEL B. SVOBODA
 NIKOLA V. TOMIC
 ERIC J. DUNSTON
 CHADWICK M.DYSON
 CHATHAM D.HOLT
 BROOKLYN J.PANFIL
 NORRIS D.PAYNE, III
 RAMSEY, SUSIE A.
 BROOKE N.MORIN
 MICHELLE R.PLASTOW
 CHRISTOPHER R.LUTHER
 NATHAN C. SKAINS

BRANDON J. ERWIN
 MILFORD L. SWEAT
 ALAN J.CARVAJAL
 DESIRAE D.TROTTER
 MICHAEL T.CHAPMAN
 FOSTER, LAUREL A.
 WILLIAM W.GRANGER, JR.
 SHAWN T.MCCARTHY
 TIMOTHY D.SHUTLER
 DANIEL N.BELLERIVE
 VANESSA R.CAMPBELL
 CHADWICK M.DYSON
 CHATHAM D.HOLT
 SARN C.SAECHAO
 ANGELINA M.WIGGS
 MEGAN L.BINKLEY
 TYSON C.BOWEN
 KIT D.DAWSON
 JOHN R.FLEMING
 CAMARRON J.FRANKLIN
 ERIC S.JOHNSON
 BEAUREGARD L.LOGGINS
 MATTHEW J. SOUKUP
 CORINA M.THRASHER
 GARY C.WILLIAMS, JR.

Congratulations to our Technician Retirees!

2014

Duncan Edwards (AIR) 26 year of service

Tim Dughman (ARMY) 33 years of service

Diversity is...

PERSONAL MASTERY

Comfort

Trust
 Interdependence
 Recruiting
 Change
 Personal Growth
 The Future
 Respect
 Energy
 Moral Courage
 Excellence

CHOICE
 Warriorship
 High-
 Performance
 Teams
Heart
 Critical Mass
Innovation through Ideas
 Execution through
 Engagement
 Awareness

RETENTION
Logical
 Pursuing Greatness
 Comfort Zone
Leadership
 Leaving no one behind
 Balance Synergy
ADDING VALUE

2014 Holiday Guidance

Safety Briefs are Mandatory prior to the holiday.
Leave and Pass regulations apply for all employees.

Holiday	Date 2014	Reduced Manning
Birthday of Martin Luther King, Jr.	21 January (Monday)	None
Washington's Birthday	17 February (Monday)	None
Memorial Day	26 May (Monday)	*JBER Host Base: Tues, 27 May (or Fri, 23 May as supervisors coordinate mission support); Eielson: Fri, 23 May
Independence Day	4 July (Friday)	None
Labor Day	1 September (Monday)	None
Columbus Day	13 October (Monday)	None
Veterans Day	11 November (Tuesday)	None
Thanksgiving	27 November (Thursday)	*Friday, 28 Nov , if not otherwise deemed a Federal Holiday.
Christmas	25 December (Thursday)	*Friday, 26 Dec , if not otherwise deemed a Federal Holiday.
New Years 2015	1 January (Thursday)	*Friday, 2 January, 2015
*Note	Commanders/Directors may use this schedule for planning purposes and, at their discretion, may implement reduced manning postures on these designated dates.	

The continuing contributions of the Alaska National Guard's members and their families are crucial to this organization's ability to fulfill our diverse missions. Our members continue to make personal sacrifices and readily step up to all challenges to remain successful. In recognition of our valued members and their families, the Adjutant General authorizes the Alaska National Guard units and directorates to operate at reduced manning on the dates listed above.

Missions will continue to be supported during the holiday period. As mission requirements and workloads permit, unit leaders should be liberal in granting leave and arranging duty schedules so our military and civilian personnel can spend time with family and friends. Leave and Pass regulations apply for all employees. Supervisors are encouraged to use these dates for passes, but may designate an alternate date for same, for mission support.

As you enjoy time with your families and friends during each holiday, please take time to remember our military members-in-arms who are spending the holiday in harm's way defending the freedoms we all enjoy. We all should take a moment in our own way to give them thanks for the many blessings we enjoy.

Weingarten Rights Notification (Techs: Right to Representation)

In accordance with the requirements of 5 USC 7114(a)(3), this is to advise bargaining unit employees that: An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if -

- (a) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
- (b) the employee requests representation.



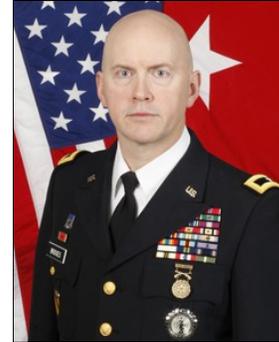
“Leadership commitment instills respect for diversity as a core value at every level. We must offer opportunity, encourage our personnel and be objective in our decision making.” MG Tom Katkus, TAG

Diversity—Alaska Army Guard Style, Brigadier General Leon “Mike” Bridges

“We should all be proud of the fact that the Alaska Army National Guard is a greatly diverse group of Soldiers.

Our ranks are filled with people from all walks of life, inclusive of family heritage, demographic depth and breadth and most importantly, we all come with a willingness to serve side-by-side with others of like mind to be a part of something greater than ourselves. All in service to our State, our Nation and our Way of Life while wearing the uniform of our Total Army.

Embrace your fellow Guardsmen and Women in the common values of **Duty, Honor, Country, the Army Values, the Soldier's Creed, and the oath of service we all took.** Let the title of SOLDIER, be the binding influence in our mutual duties. Never use the excuse of "different than me" prevent you from **doing the right thing, all the time, and RESPECTING every fellow Soldier and Human Being you serve with.**”



Assistant Adjutant General
BG Bridges serves as the Commander, Alaska Army National Guard

Diversity—Alaska Air Guard Style, Brigadier General Timothy P. O'Brien

“The Alaska Air National Guard values diversity as a cornerstone of our present and future success. In a large complex organization such as our own, we know that diversity brings innovation, creative thinking and improves decision-making at all levels. We recognize that differences in culture, ethnicity, gender, thought, and experience bring us strength and resiliency.

Diversity helps us better represent and serve our communities. Bottom line - to ensure our future success, we will continue our journey to reflect the demographics of Alaska and the communities in which we live.”



Assistant Adjutant General
BG Bridges serves as the Commander, Alaska Air National Guard

Alaska National Guard—Joint Diversity Council WANTED: YOUR INVOLVEMENT

Vision: Reflect Alaska’s diverse demographics. Foster inclusive environment to understand, value, respect. Capitalize on unique talents and strengths. Achieve an organizational culture: value diversity. Integral part of personnel readiness. Combat multiplier. Critical to mission readiness and effectiveness. The Joint Diversity Council’s purpose is to be the driving force by which the AKNG implements its Diversity Strategic Plan to

realize its organizational vision of diversity.

The AKNG will enhance diversity throughout the AKNG and the community it serves by:

- 1) Provide Progress on Diversity and Inclusion Initiatives to the Joint Diversity Executive Council.
- 2) Advise the Adjutant General and all levels of leadership on
 - Policy Review and Development
 - Leadership Commitment
 - Career Development and Mentoring

- Workforce Demographics Analytics
 - Recruitment
 - Retention
 - Education and Training and
 - Celebrating and observing community outreach activities (national, state and local)
- Interested in joining the council?????
Inform your commander to recommend you to BG Bridges or BG O'Brien.
WANTED: Your Involvement!

<p><u>State Family Program Director</u></p>	<p>POC: Lt Col Kay Spear-Budd/ kay.luree.spearbudd@us.army.mil /428-6680 or 632-3378</p> <p>Oversight of Service Member and Family Support Services.</p> <p>Provide 24/7/365 high quality Family services to meet the needs of the Guard and Reserve service members and their Families.</p>
<p><u>Sexual Assault Prevention and Response Manager</u></p>	<p>POC: Octavia L. Thompson/ octavia.l.thompson@us.army.mil /428-6219 or 854-1899</p> <p>POC: SGT Monique Andrews</p> <p>The Sexual Assault Prevention and Response Programs mission is to end sexual violence and ensure high quality, comprehensive, and preventative measures encouraging competent service members and Family members; and to promote change that fosters a military environment that is responsive to victims and survivors of sexual assault.</p> <p>Provides 24 Hour Victim Assistance/Advocacy, Annual Training, Domestic Violence Prevention and Reporting, Education, Suicide Intervention, and CISM.</p> <p>If you or someone you know may have been a victim of sexual assault or domestic violence you have options, militarily and through the State of Alaska to receive confidential services. Check with your SARC or a Victim Advocate today to learn more about Restricted and Unrestricted reporting options.</p>
<p><u>Resiliency and Risk Reduction (Suicide Prevention) Program Manager</u></p>	<p>POC: SFC Charles Boldt/ charles.j.boldt@us.army.mil /428-6241, 208-230-0774</p> <p>To recognize the seriousness of suicidal behaviors and potential within the AKNG. To implement appropriate control measures that address and minimize the risk factors of suicide while strengthening the factors that mitigate those risks. To aid and equip commanders and leaders with the skills and resources necessary to combat suicide by providing quality interactive training on prevention, intervention, and postvention. To ensure early identification and treatment of emerging deployment-related health concerns.</p> <p>Available Training: ACE (1 to 2 hour training on suicide prevention), SafeTALK (2 hour training on suicide prevention), ASIST (2 day workshop on suicide intervention), Suicide TALK (ages 13 and older).</p>
<p><u>Family Readiness Assistant</u></p>	<p>POC: Gia Simmons/ gianna.simmons@us.army.mil /428-6682 or 229-6189</p> <p>POC: 38th TC/ Mary Sorensen/ mary.sorensen1@us.army.mil /428-6355 or 854-1861</p> <p>POC: 297th BFSB/ Jenny Morgan/ jenny.e.morgan.ctr@us.army.mil /428-6569 or 903-9593</p> <p>Provide training, hands-on assistance, and information to subordinate unit commanders and unit Family readiness groups on all aspects of Family readiness, wellbeing, and deployment cycle support. Maintain up-to-date Family Readiness library including, but not limited to directives, policies, regulations and program material</p>
<p><u>Airman & Family Readiness Program Managers (A&FRPM)</u></p>	<p>POC: 176th Wing/ C. Jill Meszaros/ catherine.meszaros@us.af.mil /551-7649 or 382-3905</p> <p>POC: 168th ARW/ Kristie Harrison/ kristen.harrison@ang.af.mil /377-8715 or 378-7202</p> <p>The A&FRPM are located at each wing to support individuals, Families, and leadership with programs and services to strengthen communities, encourage self-sufficiency, enhance mission readiness and ease adaptation to the Air Guard way of life.</p> <p>The A&FRPM serves singles, couples and Families alike by being the one-stop-shop for community information, benefits, entitlements, life-skills education, deployment cycle support, volunteer opportunities, and crisis assistance.</p> <p>Services are provided to military members of all branches of service, DOD employees and their Families.</p> <p>Most services are provided on a walk-in basis. Assistance is also just a phone call or email away.</p>

<p><u>Personal Finance Counselor</u></p>	<p>428-7524</p> <p>Provide education, counseling, information, and assistance to Service members and military families on issues concerning personal financial planning, goals, budgeting, savings, reducing debt, retirement planning, deployment financial planning, and understanding military pay, State, and Federal financial benefits.</p>
<p><u>Military Family Life Consultants</u></p>	<p>POC:</p> <p>POC: Rocio Baquerizo/ mflc.ifsap.ft.rich@gmail.com /382-1795 or 428-6222</p> <p>Provides direct short term, non medical, solution focused counseling services to individuals, couples, Families and groups for situations resulting from commonly occurring life circumstances.</p> <p>The counseling service will assist Service members and Families in dealing with relationships, crisis intervention, stress management, Family issues, parent-child communications, Family separations, and reintegration due to deployments.</p>
<p><u>Military One-Source Representative</u></p>	<p>POC: Reece Baldwin/ reece.baldwin@militaryonesource.com /229-3773</p> <p>Subject matter expert on Military OneSource resources available to service and family members.</p> <p>Provide direct member or specific event support while building community capacity with military leaders and service providers through in-person, teleconferencing and virtual delivery methods.</p> <p>Formats, subjects and scheduling are very adaptive to end user needs.</p> <p>To request Military OneSource support for an upcoming event, go to www.militaryonesource.mil, scroll down the main page to the bottom and click the "Resource Request Form" link under "OUR WEBSITES" and complete the online form. If you have questions or concerns about your participation numbers, minimum submission lead time, special circumstances connected to your activity, or just clarification on the form, feel free to contact me via phone or email.</p>
<p><u>Transition Assistance Advisor</u></p>	<p>POC: Mirta Adams/ mirta.y.adams@us.army.mil /428-6208 or 854-2151</p> <p>The Transition Assistance Advisor (TAA) program is to serve as the statewide point of contact to assist members in accessing Veterans Affairs benefits and healthcare services.</p> <p>Provide assistance in obtaining entitlements through the TRICARE Military Health System and access to community resources.</p> <p>Helps you navigate through the vast myriad of benefits and entitlements.</p>
<p><u>Child & Youth Program</u></p>	<p>POC: Program Coordinator, Joan Boltz/ joan.l.boltz.ctr@mail.mil /428-6670</p> <p>POC: Youth Prog Specialist, Melissa Williams/ melissa.k.williams37.ctr@mail.mil /428-6218</p> <p>Assist youth in understanding why their Family member serves in the military</p> <p>Help youth realize their coping skills to deal with the stressors of the deployment cycle</p> <p>Provide accurate and useful information and resources to the parents and youth</p> <p>Encourage youth to develop positive self-esteem, self-confidence; show respect for self and others; and help youth to develop team skills and leadership abilities</p> <p>Assist youth in becoming aware of hazards of substance abuse and destructive behaviors</p> <p>Provide teachers and other community members with helpful deployment, separation and redeployment (reunion) information through work with the Education Deployment Task Force/JFSAP Education Outreach</p>

<p><u>Director of Psychological Health Army & Air</u></p>	<p>POC: Lyn Tashea/ lyn.tashea@ceridian.com /428-6662 or 602-8977</p> <p>POC: 176th WG/ Christine Prokop/ christine.prokop.ctr@us.af.mil /551-0451 or 306-9941</p> <p>POC: 168th ARW/ Nancy M. Morris/ nancy.morris.ctr@ang.af.mil /377-8623</p> <p>The mission of the Psychological Health Program is to advocate, promote, and guide National Guard members and their Families by supporting psychological fitness for operational readiness.</p> <p>Direct 24/7/365 access to your state DPH • Assessments • Referral services • Case management services • Follow-up services • Commander consultation services • Leadership training • Wellness education • Critical incident management services</p>
<p><u>Yellow Ribbon Program Specialist Army & Air</u></p>	<p>POC: Army Guard, CPT Brian Tapley/ brian.k.tapley.mil@mail.mil /428-7054 or 428-6671</p> <p>POC: Army Guard, SPC Marc Roach/ marc.a.roach.mil@mail.mil /428-6367</p> <p>POC: Air Guard, Tod / tod.hemmert.1.ctr@us.af.mil /428-6139</p> <p>We will provide information, services, referral and proactive outreach opportunities for service members, Families, employers and youth throughout the entire deployment cycle. We will work hand-in-hand with the A&FRPM to ensure service members and their Families receive the services available for them to include Family counseling, DEERs, TRICARE, VA support, financial planning and more.</p> <p>Workshops are provided as a Pre-Deployment, a During Deployment, and at 30-60-90 days following the service members return. In conjunction with Yellow Ribbon workshops the program also provides Youth Camp for children 6-17 and FREE childcare for ages 0-5.</p>
<p><u>Education Officer</u></p>	<p>POC: 428-6460</p> <p>POC: Ed Services Specialist, Jeannette Sydnor/ jeannette.l.sydnor.civ@mail.mil /428-6477</p> <p>POC: GI Bill and Employment Mgr, Vacant /428-6228</p> <p>NGAK-EDUservicesoffice@ng.army.mil</p> <p>There are numerous education benefits that may be available to you through the National Guard or your prior military service, such as Federal Tuition Assistance, University of Alaska Scholarship, Non-University of Alaska Tuition Reimbursement, Chap 1606-Select Reserve GI Bill.</p> <p>1607-REAP, Chap 30-AD GI Bill, Chap 33-Post 9/11 GI Bill, and/or Chap 33-Post 9/11 Transferability.</p> <p>Provides guidance counseling and Educational Briefings to Service Members</p>
<p><u>Military Funeral Honors</u></p>	<p>POC: State Coordinator, Steven Morrell/ steven.morrell@us.army.mil /428-6688</p> <p>POC: Master Trainer: SGT Serita Unin/ serita.h.unin.mil@mail.mil /428-6252</p> <p>Renders professional military funeral honors, in accordance with service tradition, to all eligible veterans when requested by an authorized Family member.</p> <p>Honor Guard is seeking motivated individuals to join a respected detail to render honors.</p> <p>Most of the Soldiers serving as members of the Honor Guard are M-Day, who volunteer their time outside of drill dates to practice their skills, render Honors or present the Colors as a Color Guard Detail. Without the participation of the M-Day soldier, we cannot accomplish our Missions.</p>

Survivor Outreach Services Specialist	<p>Sorry, but the Survivor Outreach Program for the Alaska National Guard is now closed. The position moved to California. For help, please feel free to contact...</p> <ol style="list-style-type: none"> 1) Alaska Active Duty Army Survivor Outreach- Valerie O'Hare at 907 384 0272. Valerie.a.ohare.civ@mail.mil 2) Survivor Outreach Financial Advisor- Stacy Gilbert at 907 384 0188 Stacey.m.gilbert2.civ@mail.mil 3) The Survivor Outreach Regional contact- Kristi Fletch at 701 425 3656 4) Alaska Guard Military Honors- Steven Morrell at 907 428 6688 Steven.m.morrell2.mil@mail.mil
Family Assistance Center Coordinator	<p>POC: Carrie Schrader/ carolyn.schrader@us.army.mil /428-6663 or toll free 1-888-917-3608</p> <p>Family Assistance Centers (FAC) offer information and referral services to Families from all military branches, active, Guard/Reserve, or retired. Professional consideration and confidentiality are fundamental elements found at each FAC, with topics running the gamut from personal issues requiring advice to difficult challenges resulting in referrals to outside resources. FAC Special-</p>
Post Deployment Health Reassessment Manager	<p>POC: CPT Brian Tapley/ brian.k.tapley.mil@mail.mil /428-7054 or 428-6671</p> <p>Opportunity to learn about some of the common experiences Soldiers face after deployment. Help identify your health and re-adjustment concerns.</p>
Resiliency Master Trainer and Coordinator	<p>POC: SSG Diane Singh/ diane.singh@us.army.mil /428-7594 or 952-6239</p> <p>Conducts and provides Army Resiliency training. Discuss locations, POCs, and how to access the program.</p>
Employer Support of Guard and Reserve (ESGR)	<p>POC: Prog Support Tech, Jamie Abordonado/ jamie.m.abordonado.ctr@mail.mil /334-0883 POC: Emp Trans Coordinator, James Hastings/ james.hastings@alaska.gov /232-1527</p> <p>ESGR is a DoD agency that seeks to promote a culture in which all employers support and value the military service of their employees. The Alaska committee conducts employer outreach, military outreach, awards, training, public affairs and ombudsman program to recognize outstanding support, increase awareness of the law, and resolve conflicts through mediation. To nominate your employer for outstanding service go to www.esgr.org</p>
From the Chaplain:	<p>"As we look around at our world, it doesn't take us long to figure out that we need to do a lot more mentoring. In our families. In our communities. In our civic organizations. In our churches. In our jobs. The Apostle Paul, almost two thousand years ago, gave us a glimpse into his mentoring of a young man named Timothy. We have two letters written from Paul to Timothy (titled 1st and 2nd Timothy, accordingly) in which Paul helps mentor his understudy to become the Godly leader that he had been created to be. As you read the letters, you can just envision Paul as he yearns and prays for Timothy to follow God's holy plan. Today, in Operation Encouragement, our weekly Bible study and prayer time, we will be exploring chapter 6 of 1 Timothy. So I hope that you will join us in person in the Anchorage Armory room F208 from 1215 to 1245, or by phone at (907) 428-6997, then dial code 456123#. I pray that in your life you are both being mentored by someone, and are mentoring another, and that God is blessing you through this mentoring process. Have a wonderful week! God loves you, Ted McGovern, Full Time Support Chaplain</p>

HRO Super Star

This quarter we are spotlighting **SFC Ivan G. Cuevas-Ruiz** who is an exceptional member of our HRO Team. SFC Cuevas is the newly appointed Employee Benefits Specialist. It is astonishing, how quickly he has moved through the ranks, though if you knew him, you would not be the least bit surprised, as his career has mirrored his personal life. Growing up with humble beginnings in Mexico, then being moved to Southern California at a young age, SFC Cuevas has learned how perseverance can help you overcome many obstacles in life. After graduating from the esteemed Reseda Environmental Science and Math Magnet School for the Advance, his hard work and determination did not stop there. Wanting to serve the country that had given him and his family so many opportunities, he decided to enlist in the United States Army as an Infantry Soldier. SFC Cuevas spent 8 years in the Active Army and participated in deployments to Kosovo and Iraq. When asked why he left active duty, he simply stated that he wanted to focus more attention on his studies and completing one of the many goals he had set for himself. SFC Cuevas did just that, receiving a BA in Business Administration (Cum Laude). Becoming a Human Resource Assistant in 2011, he not only obtained the 42A MOS but completed the course as the Distinguished Honor Graduate. His sheer determination has led him to many rewarding opportunities, including his M-day job as a Drill Sergeant for the Recruit Sustainment Program. SFC Cuevas takes this job just as serious as his job with the HRO, constantly leading by example, he graduated from the Drill Sergeant Academy in the top 3% of his class. You would think that would slow him down, but SFC Cuevas is constantly striving for excellence, and when you ask him what is it that makes him so dedicated to the Alaska National Guard, he will quickly tell you that he loves being in uniform, and that the camaraderie he feels in the Alaska National Guard as a whole is second to none. Seeing the accomplishments of the Soldier and Airmen he serves and being a part of the growth potential within the Human Resource Office is exciting and rewarding all at the same time. With all that being said SFC Cuevas does not plan on slowing down anytime soon, with future goals such as obtaining his MBA and the hopes of one day becoming the Deputy HRO, we are fortunate to have such a Soldier in our ranks. SFC Cuevas will be more than delighted to assist National Guard personnel with matters dealing with Retirements, USERRA, LWOP, and Military Service Deposit.

He also wants everyone to remember that on the 1st Wednesday of every pay period, he gives a benefits' brief to all newly appointed technicians and to anyone who would like a refresher on what benefits and entitlements technicians are qualified to receive.





Alaska National Guard J1/Human Resource Office & Joint Support Services

What else does your J1 do for you? In a domestic event, J1 is responsible for you and your family's accountability!

Col Edie Grunwald, J1/HRO, edith.m.grunwald@us.army.mil, (907) 428-6450

LTC Don Mercer, Deputy HRO, don.mercer@us.army.mil, (907) 428-6465

Lt Col Kay Spear-Budd, Family Programs Director, kay.l.spearbudd.mil@mail.mil, (907) 428-6680

Phone: HRO Front Desk (907) 428-6451 or 428-6578 to select options and rings the office you want to reach.

To call DSN: Change the 428 prefix to 384- 4XXX.

Check out the HRO Website! <http://akguard.army.mil/sites/akarng/Pages/hro1.aspx>

Check out the Joint Support Services Website! www.jointservicesupport.org Toll-Free: 1-888-917-3608

JFHQ Chaplains have a message for you.



Encouraging word from the Warrior's Psalm: "Whoever dwells in the shelter of the Most High will rest in the shadow of the Almighty. I will say of the Lord, 'He is my refuge and my fortress, my God, in whom I trust.'" (Psalm 91:1-2)

The mission of the National Guard Chaplain Service is to provide unsurpassed spiritual leadership and care to Alaska National Guard (AKNG) personnel and their families at home and abroad and to ensure the free exercise of religion for National Guard personnel and their families.

Our goal is to create and integrate a complete and total program of religious ministries, including worship services, military ceremonies, workshops, spiritual leadership and care, religious education, and other activities for AKNG personnel and their families. The Chaplain Service ministry is performed cooperatively and in support of traditional Unit Ministry Teams (UMT) and Religious Support Teams (RST) throughout the Alaska Army and Air Guard elements; with full knowledge and sensitivity to the requirement that this ministry is conducted in a pluralistic environment.

Our full time chaplain staff POC: Chaplain (LTC) Rick Koch; 907-428-6904 (office); 907-854-1885 (BlackBerry); richard.j.koch14.mil@mail.mil and Chaplain (LTC) Ted McGovern; 907-428-6547 (office); 907-854-1964 (BlackBerry); theo-dore.j.mcgovern.mil@mail.mil.



Join your Enlisted and Officer Associations!

ANGOA's Annual Conference: 26 April 2014 @ The Hotel Captain Cook. (0730-1430) - Calling all Alaska NG Officers! angoamembership@gmail.com
<https://www.facebook.com/#!/pages/Alaska-National-Guard-Officers-Association/120691987980335>



—Awesome Guest Speakers from NGAUS (speaking on Legislative Issues) and The Foraker Group (CEO to train on Success as a Non-Profit organization).

ANGEA's Annual Conference: 10 May 2014 @ The AWEC, JBER (0800-1500) - Calling all Alaska NG Enlisted!
<http://angea.org/> akenlisted@angea.org

ANGEA & ANGOA are sponsoring a Joint Industry Day: 8 May 2014
 @ The AWEC , JBER (0900-1500—stop by!)