



# Alaska Army National Guard



## J1 HRO/JSS Update Status

J1 HRO/JSS Director —Col Edie Grunwald [edith.m.grunwald@us.army.mil](mailto:edith.m.grunwald@us.army.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. Your Alaska National Guard Human Resources Office wants to provide the best service possible. We strive to be efficient and meet the needs of our members, supervisors, commanders, employees—you! We aim to assist in meeting the laws and regulations and we are an equal opportunity employer.
2. The new Labor Management Agreement is in effect 22 November 2012. The AKNG is transitioning to a new technician performance appraisal application—March 2013—Missed the training? Please see someone next to you—who attended. It was short, sweet and extremely helpful.
3. NGB Supervisors Course—28-30 Jan, 31 Jan is refresher training (JBER); 6-9 May, 10 May is refresher training (JBER); 13-16 May (Eielson AFB).
4. Alaska AGRs who request AGR orders beyond 20 TAFMS may be in one or two-year increments depending on the need of the unit, mission, and state.
5. Hiring panels: It's diverse—as it applies to equal employment— by gender &/or race. An order of merit list (OML) is useful for more than one vacancy or if someone declines the offer! The AKNG is an equal opportunity employer. We strive to have fair, consistent hiring processes. Best suited selections encompass experience, capabilities, skill sets needed in the unit, education, knowledge, attitude, force management and other value-added characteristics to be successful in the position.
6. The Army ASMB will be held in 2013. Need retirement briefs in your area? Give the HRO a call and we'll make it happen.
7. We have numerous vacant AGR and Technician positions announced. Some maintenance technician experience "time" requirements have been removed. Please read the vacancy announcement carefully!
8. Plan for your military Mandatory Separation Dates (MSD). If you are a technician, please check your MSD and plan accordingly. Continued technician employment options are numerous throughout the government. The difference? A dual-status technician requires military membership.
9. Visit Alaska's HRO website: <http://akguard.army.mil/sites/akarng/Pages/hro1.aspx>

HRO Deputy Director—LTC Don Mercer [don.mercer@us.army.mil](mailto:don.mercer@us.army.mil), 907-428-6465

During the last couple of weeks, we conducted training for Supervisors in preparation for the transition to the new Performance Appraisal Application (PAA) System to take effect March 2013 (see page 8). In preparation for implementation, supervisors MUST determine the Critical Elements needed for employees. Please continue to prepare the Individual Development Plan (IDP), designed to assist with the employee's career and performance with overall goal to develop training objectives and methods to accomplish.

As the Holiday season approaches let us remember to be SAFE with all necessary preventative measures to ensure we are doing the right thing. In an effort to prevent accidents in the Armory and in YOUR parking lot—please adhere to the **posted speed limits**. Over the last couple of weeks I have observed with my un-calibrated eyeballs several vehicles exceeding the speed limit on a daily basis. **Word of Caution:** Slow Down with the arrival of snow and decreased daylight visibility to pedestrians.

The Joint Reception Staging Onward Integration (JRSOI) Course scheduled for 27-29 November will be held in B201 and there are still available. The Course reviews JRSOI doctrine, current Tactics, Techniques, and Procedures (TTPs) recent lessons learned, review of the State Emergency Management Compact (EMAC) process and JRSOI roles and responsibilities of the supporting and supported states.

[https://gkportal.ngb.army.mil/sites/JS/J7Programs\\_Courses/default.aspx](https://gkportal.ngb.army.mil/sites/JS/J7Programs_Courses/default.aspx)

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### Special points of interest:

- Full Time Job Opportunities
- Welcome Our Newest Full-Time Employees— technicians and AGRs to the AKNG!
- Technician Appraisal—Get it right the 1st time!
- Labor Update
- Joint Support Services - Contact Information and Assistance
- Upcoming Events

### Inside this issue:

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*"A pessimist is a person who has listened to too many optimists."*

- Don Marquis

## Technician Management—From the HRO

**Technician Awards— Army and Air Guard may expect technician cash awards to meet an awards board.** Time Off awards are coordinated through the chain-of-command and sent to HRO for processing. All appraisals must be up to date before an award can be processed. Award History must be submitted with nominations. See HRO Policy Letter 12-03, Technician Awards and Recognition

Updated policies:

12-01 Updated Increment Weather/Base Closure Guidance (Sep 2012)

12-03 Technician Awards and Recognition

12-04 Certain Categories of Leave

12-05 Compensatory Time

12-06 Technician Appraisal Program—useful until the new five-tier Performance Appraisal Application (PAA) begins

12-07 VERA/VSIP (Voluntary Early Retirement Authority/Voluntary Separation Incentive Payment)

12-08 Assignment of Military Training duties to Title 32 NG Technicians

12-09 AGR Outside Employment

12-10 USERRA

12-20 AGR Orders Beyond 20 Total Active Federal Military Years of Service

**\*\*Note—**Now that the Chief of the National Guard Bureau is a member of the Joint Chiefs of Staff, there are new CNGBI (instructions) flowing and are replacing the usual Technician Personnel Regulations. Expect to see HRO Policies updated via annual reviews to reflect the new references.

Find CNGBIs at: <http://www.ngbpc.ngb.army.mil/pubs/CNGBI/CNGBI.htm>

## Human Resources Development —Training—

MSgt Dave Matthews / [dave.matthews1@us.army.mil](mailto:dave.matthews1@us.army.mil) / 907 428-6518

**Army Guard technicians** – When requesting training, all technicians are required to submit an approved SF182 to HRO in order to receive funding, if applicable, for training and travel. The approved SF182 is also used to receive credit within DCPDS for course completion. And when you upload the approved SF 182 into DTS requesting the TDY, it captures it for approvals, accounting, and credit!

**Air Guard technicians** – When requesting training, all technicians are required to submit an approved SF182 to your Wing training office in order to receive funding, if applicable, for training and travel. A copy of the approved SF182 needs to be forwarded to HRO in order to receive credit within DCPDS for course completion. And when you upload the approved SF 182 into DTS requesting the TDY, it captures it for approvals, accounting, and credit!

**NGB Supervisor course** – The **first** course is held the **28 January 2013 to 31 January 2013** The **second** course is scheduled for **6 May 2013 to 10 May 2013** . The course **location is the Alaska National Guard Armory room B201. HRO will be holding Supervisor Refresher Courses: 1 February and 10 May at the Armory in Anchorage (JBER).** The **third** course will be at the 168th on the **13 May 2013 to 16 May 13** and the **Refresher** will be on the **17th, location TBD.**

In order to attend a course in Anchorage, for both Technicians & AGRs, an approved SF182 must be submitted to HRO prior to attending the course. POC for the course is MSgt Dave Matthews @ 428-6518. The POC for the second course is MSgt Ashley Hill, her contact number is 377-8758. In order to attend the second course for both Technicians & AGRs an approved SF182 must be submitted to MSgt Hill.

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## Employee Labor Relations—Bernie Kale

A major milestone was reached on 22 Oct 2012 with the signing of our new Labor Management Agreement. BG Katkus (TAG) and Mr Charlie Hooper (out-going ACT President Local 84) met to endorse the re-vamped document with many of the negotiation team members present to witness. Several hours that led into weeks of constructive negotiating led to the final product that will carry us into the next 3 years of its life. The topics and articles that many of you suggested laid the foundation of details for the teams to address; the ACT and Management team members greatly appreciated your input. Thank you for all the suggestions, corrections and interest in creating this valuable tool for the Alaska National Guard.

I mentioned above Mr Hooper is the “out-going ACT President.” Our agency enjoys the benefit of having so many of our ACT members being very engaged in the Labor Organization and Management decisions and often times these decisions are beyond our local control — Mr. Hooper has been one of these valuable assets in our processes of change. Charlie won’t be going very far but he has accepted a non-bargaining position making him ineligible to remain in the Labor Organization. His dedication to our employees has been displayed numerous times over the years as an individual who is genuinely concerned with the welfare of the organization. Thank you Charlie for your service to the members!

With this said, I’d like to welcome Mr. Tim Smith who is replacing Mr. Hooper as the ACT President. Mr. Smith has been with the Army National Guard for many years and has been serving in elected positions within ACT for quite some time now. Management looks forward to working with Tim and continue exercising a great working relationship in the support of sustaining a strong, viable and reliable workforce.

Over this past year as the Employee Labor Relations Specialist, I’ve determined that a vast majority of issues simply boil down to a lack of understanding of the other party’s position. If you find yourself in a work situation that you need guidance or clarification please don't hesitate to call either me or an ACT representative or both to help clear the issue up.

Take care of each other and help the mission succeed!  
CMSgt Bernie Kale



## Technician Quality Force Management —Staffing and Benefits—

### Electronic Official Personnel File conversion –

On 24 August 2012, NGB turned on the electronic Official Personnel File (eOPF) application for the agency. Within the next few months, they will be asking for us to send all of our OPF's to them for scanning into the system. At some point during the next year, we will turn on access to the eOPF for all technicians so they can view their entire eOPF. This date will be announced in a later newsletter. POC is Mr. Paul Anderson at 428-6454.

### Technician Retirement Seminar

For all Army and Air National Guard Technicians under the Federal Employees Retirement System. Topics and guest speakers include the state retirement planning, Social Security, VA, Military Retirement, and the State Retirement for Guardsman. Must register by 30 Nov 2012 for guaranteed seat. Spouses are welcome to attend. Participants are required to make their own arrangements for orders and lodging. To register for the course please submit an approved SF128 to HRO: MSgt Dave Matthews (907) 428-6518. POC for questions is Mr. Robert Gregori at (907) 428-6475. Location:

JBER—Richardson  
National Guard Armory  
RM B201  
10 & 11 Dec 2012, 0800-1600

## Benefits and OWCP—SSgt Vanessa Peterson

### OPEN SEASON 2012 – MARK YOUR CALENDARS —NOW through 3 Dec 2012

Looking for a change in your current benefit providers? Are you currently not enrolled in FEHB, FEDVIP or FSAFEDS? Open Season is here!!! Open season provides a onetime annual opportunity for Federal Employees to enroll or change Federal Benefit plans. The 2012 Federal Employees Health Benefits (FEHB) and Federal Flexible Spending Account Program (FSAFEDS) Open Season will be held from Monday, November 5, 2012, through Monday, December 3, 2012 and will not become effective until the first pay period in 2013. All Technician Benefits processing are done through EBIS (Employee Benefits Information System) <https://www.abc.army.mil/>. In order to access EBIS, all Technicians (AIR and ARMY) will need to have a current Army Knowledge Online (AKO) account/email address.

Vanessa Peterson, SSgt, AKNG  
Human Resources Specialist (Benefits)  
Comm: (907) 428-6442  
FAX (907) 428-6479  
DSN 384-4442



# Sexual Assault Prevention and Response

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

**Lots and Lots of Opportunities!**

## Air AGR Job Announcements

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

[ANG 12-123A Services Journeyman](#)

[ANG 12-126 Chief Wing Intelligence](#)

[ANG 12-129A Enlisted Accessions Recruiter](#)

[ANG 13-01A Pararescue Superintendent](#)

[ANG 13-02 C2 Battle Mgmt Ops Weapons Director](#)

[ANG 13-03 In-Flight Refueling Craftsman Instructor](#)

[ANG 13-04 Knowledge Operations Management Craftsman](#)

[ANG 13-05 Security Forces Craftsman](#)

[ANG 13-06 Space Systems Operations Craftsman](#)

[ANG 13-07 Aerospace Maintenance Craftsman](#)

[ANG 13-08 In-Flight Refueling Craftsman](#)

[ANG 13-09 Aerospace Maintenance Journeyman](#)

[ANG 13-10 Space & Missile Ops Commander](#)

[ANG 13-11 Chief of Safety Mobility Pilot](#)

[ANG 13-12 Assistant Space Systems Operations Superintendent](#)

[ANG 13-13 Material Management Craftsman](#)

[ANG 13-14 Knowledge Operations Management Craftsman](#)

[ANG 13-15 Security Forces Journeyman](#)

[ANG 13-16 Knowledge Operations Management Craftsman](#)

[ANG 13-17 Command & Control Battle Mgmt Ops Weapons Director](#)

[ANG 13-18 Aircraft Loadmaster Craftsman](#)

## Army AGR Job Announcements

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

None at this time

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

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

[LOGISTICS MANAGEMENT SPECIALIST - Military Membership Required](#)

[AIRCRAFT MECHANIC SUPERVISOR](#)

[AIRCRAFT MECHANIC - Military Membership Required](#)

[ELECTRONIC INTEGRATED SYSTEMS MECHANIC - Military Membership Required](#)

[AIRCRAFT SURVIVAL FLIGHT EQUIPMENT REPAIRER - Military Membership Required](#)

[AIRCRAFT MAINTENANCE COORDINATOR - Military Membership Required](#)

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

[SURFACE MAINTENANCE MECHANIC - Military Membership Required](#)

[LOGISTICS MANAGEMENT SPECIALIST - Military Membership Required](#)

[SURFACE MAINTENANCE MECHANIC LEADER - Military Membership Required](#)

[TOOLS AND PARTS ATTENDANT - Military Membership Required](#)



# RETIREMENT CONGRATULATIONS

**Deborah McManus**

**Robert Seeger**

**Ronald Ferichs**

**Richard DeBilzan**

**Samuel Ethridge**

**Jeremy Bryant**

**Fenumiai Ilalio**

**William Smith**

**Gene Sawdon**

**John Schloeder**

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

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

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

**LTC Don Mercer**, Deputy HRO, [don.mercer@us.army.mil](mailto:don.mercer@us.army.mil), 907 428-6465

**Lt Col Kay Spear-Budd**, Family Programs Director, 907 428-6680

**Phone: HRO Front Desk (907) 428-6451 and 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/akarnng/Pages/hro1.aspx>

*Check out the Joint Support Services Website!*

[www.jointservicessupport.org](http://www.jointservicessupport.org)

Toll-Free: 1-888-917-3608



<https://55.1.6.189/hro/Employment.htm> – AKNG employment opportunities

<http://www.tsp.gov> - Thrift Savings Plan Website

<http://emss.dfas.mil> - Employee Member Self-Service Website from DFAS

<http://www.anthemalliance.com> - TRICARE Pharmacy Website

<http://www.merck-medco.com> - National Mail-Order Pharmacy Website

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

[www.dtic.mil/perdiem/rateinfo.html](http://www.dtic.mil/perdiem/rateinfo.html) – DFAS for BAH info

[www.dfas.mil](http://www.dfas.mil) – Base pay/BAS info

[www.dtic.mil/perdiem/rateinfo.html](http://www.dtic.mil/perdiem/rateinfo.html) – COLA info

<http://www.onlinedmv.com/>  
[AK Alaska dmV department of motor vehicles.htm](http://www.akdmv.com/) – Dept of Motor Vehicles

<http://www.my.af.mil> - Air Force Portal

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



# Welcome Our New Technicians & AGRs

## Army—Technicians

DAILEY, CHRISTOPHER S.  
 HUGHES, CALVIN P.  
 CHVILICEK, LINDSAY M.  
 CALLAWAY, RYAN J.  
 ALEXANDER, AMINA N  
 O'NEAL, BALINDA M.  
 LOEHNDORF, DUSTIN E.  
 STEPANEK, JAYMIE R.  
 FAUBER, AUTUMN W.  
 JEANLOUIS, THECLA H.  
 JENSEN, BRENDA K.  
 KOTHE, DEVON J.  
 LEDBETTER, JAMIE L.  
 LEWIS, JOEY H. E.  
 TOYUKAK, JR, MOSES E.  
 WATSON, AUBREY E.  
 DENNIS, JOSHUA J  
 JARAMILLO, JASMINE M.  
 KELLEY, SHAYLA B.  
 SANDERS, MATTHEW B  
 WAWERSIK, JANE L.

## Army—AGRS

SGT Lafountain  
 SPC Atwood  
 SPC Austin  
 PFC Santiagoflorido

## 176th—AGRS

CAPTAIN JEREMIAH BREWER  
 FIRST LIEUTENANT DUANE GRIFFITH  
 CAPTAIN JEREMY STEPHENS  
 STAFF SERGEANT SYLNESTER GRANT  
 MASTER SERGEANT JAMES ASSELIN  
 SSGT RYAN BEATRIZ  
 PAUL NELSON  
 MASTER SERGEANT LEO CLAUNAN  
 MASTER SERGEANT WILLIAM STROUSE  
 TSGT MICHAEL ROBERTSON  
 MSGT HEATHER PINEIRO  
 MSGT CHRISTOPHER GRAGG  
 MSGT HEATHER PINEIRO  
 SSGT TYSON SMALL  
 SSGT JOHN-PAUL LECOMPTE  
 SSGT ROBERT RICHARDSON  
 SRA CALVIN JAYNES  
 MSGT JEFFREY WATSON  
 SSGT JACOB ZWIERSTRA  
 TSGT RYAN CONTI  
 MAJ JEFF MEINEL  
 MAJ KEVIN CLIFFORD  
 SSGT BRADLEY JOHNSON  
 SSGT JESSICA PENA  
 SSGT JIMMY ROJAS  
 SSGT DAVID TAYLOR  
 SSGT KRISTIN LAUGHLIN-HALL  
 SSGT GARRETT WIER  
 SSGT EDWARD LEE  
 SSGT MICHELLE GILLETT  
 SRA BRENNIA YOUNG  
 TSGT BRANDY THANOS

## 168th—AGRs

SSGT KEITH SHELTON  
 TSGT DAVID HAUPT  
 TSGT DAVID HAUPT  
 SSGT CHAD HILL  
 SSGT SHANE POTWIN  
 SSGT ROBERT IVES  
 SENIOR AIRMAN PATRICK WILSON  
 STAFF SERGEANT BENJAMIN CHAREST  
 2D LT KERR  
 CPT AIMEE PLENGE  
 TECHNICAL SERGEANT JAMES BROWNLEE  
 JAMIE KURZENBERGER  
 STAFF SERGEANT JUSTIN SAWYER  
 CMSGT JAMES WOLVERTON  
 TSGT CHRISTOPHER ADAMS  
 MSGT JOHN DUHAIME  
 CPT KEVIN GEESE  
 MSGT JOHN BRUNSBURG  
 SRA JANET GARRIDO

## Technicians Air

LACROIX, LAWRENCE F.  
 MOLLISON, CHARITY H.  
 MESTON, MARC A.  
 DIETERICH, LUCY M  
 LLANEZA, MARK AN-  
 THONY C.  
 REINHART, DANIEL J.  
 SEGLA, ROBERT A.  
 TOIMOANA, WILLIAM F.  
 GABRYSZAK, DANIELLE J.  
 ROBERTS, CORY J.  
 FOSTER, LEISA J.  
 HANCOX, PATRICK E.  
 BINKLEY, MEGAN L.  
 GARCIA, JAMIE L  
 STARCHER, THERA L  
 WEHRLI, TYLER R  
 DAVISON, JOHN T.  
 ENTERS, PATRICK G.

## Technicians Air

GRATION, JULIE A.  
 HARBOUR, NATHAN L.  
 OLSON, ERICA L.  
 SEWARD, ANDREW P.  
 ALMEDA, PHILLIP R.  
 BELLERIVE, DANIEL N.  
 BISCHOFF-DIMOND, SHELISA E  
 BOWEN, TYSON C.  
 DILLON, DEMETRI J.  
 EHASZ, SHARON F.  
 GONZALES, DUANE E.  
 KRAUSE, BRANDON W.  
 MILLER, CLINTON B.  
 RUTTER, ERIC R.  
 SCOTT, BRAD S.  
 THIPPALUC, ANGUSTIA L.  
 TOBEY, KYLE P.



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# Upcoming Events

## Teen/Tween Parenting Class

Wednesday Afternoon Series (Nov 7-Dec 12 from 1430-1630)

Want to increase your insight on teen/tween issues? This parenting class will help you help your teen with the following:

- Increased Cooperation
- Better Behavior
- Improved Grades
- Greater Confidence

Call 580-5858 to sign up.

## Teen Leadership Winter Camp

27-30 Dec 2012, at Birchwood Camp in Chugiak

Limited space for 16 youth and funding for a few teens outside the local commuting distance. For this leadership camp, youth must be or apply to be a part of the Alaska National Guard State Teen Council as a General Member to attend. The agenda is as follows:

- 27 Dec: Introduce creating and using vision boards to obtain personal goals
- 28 Dec: Hunt the Good Stuff -- thinking traps and icebergs
- 29 Dec: Hunt the Good Stuff -- Character Strengths and Real Time Resilience, to include activities centered around building strong relationships based on our character strengths, using mask decorating as a representation of our character strengths
- 30 Dec: Hunt the Good Stuff -- help teens develop simple individual development plans! (Parents are welcome to visit on the last day to see what the teens came up with over their four days.)

For more activities and announcements visit [www.facebook.com/AKNGFamily](http://www.facebook.com/AKNGFamily) or [www.facebook.com/AKNGCYP](http://www.facebook.com/AKNGCYP)

Contact Joan Boltz, Child and Youth Program Coordinator at 428-6670 or [joan.boltz@us.army.mil](mailto:joan.boltz@us.army.mil)

Upcoming Yellow Ribbon Events:

## Air Events

- 12-13 January (SFS/Rescue Post 30/60 Day) 1130-1600 at AWEC
- 2 March (Summer Deployers Pre-Deployment Event) TBD
- 6 September (During Deployment Event)

## Army Events

- 13 January (B Co 1/143 Post 30 Day) TBD at De'naina Center
- February (B Co 1/143 Post 60 Day) TBD in Anchorage
- February (B Co 1/143 Post 60 Day) TBD in Bethel

Contact Julie Harvey (903-0240) for Air events and LT Tapley (428-7593) for Army events.

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

**ALASKA NATIONAL GUARD**

**PERFORMANCE APPRAISAL APPLICATION (PAA)**

Initial training has been conducted and supervisors can begin preparing 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**

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

**Appraisal Conversion Cycle**

**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.**

**New Standards to be input into PAA**

**November 2012 – Supervisors can begin building new standards within DCPDS (MyWorkplace) for all permanent and indefinite employees.**

**PAA Appraisal Period (Appraisals due to HRO)**

**31 March 2013 – Closeout under Pass/Fail due and new PAA Standard in place on everyone except those in trial probationary.**

## State Equal Employment Opportunity

November Observance: Native American Heritage Month; "The life of a person is a circle from childhood to childhood, and so it is in everything where powers move," Black Elk

Communication flows from three sources. It usually happens in this manner:

60% from body language

30% from tone

10% from words

Two very powerful communication skills to use in dealing with conflict are: Active Listening and Mindful Speaking.

### Active Listening

- Focus on what the speaker is saying (verbal and nonverbal)
- Listen to understand the feelings behind communication and check that you got them right.
- Listen to understand the voice of the speaker and check that you got them right.
- Listen for content and check that you got it right
- Ask questions to Clarify! Clarify! Clarify!
- Avoid offering your opinions, judgments, solutions

### Mindful Speaking

- Telling your side
- Decide the best time to have a conversation
- Be mindful of body language and nonverbal communication
- State your message clearly
- Word choice is important
- 

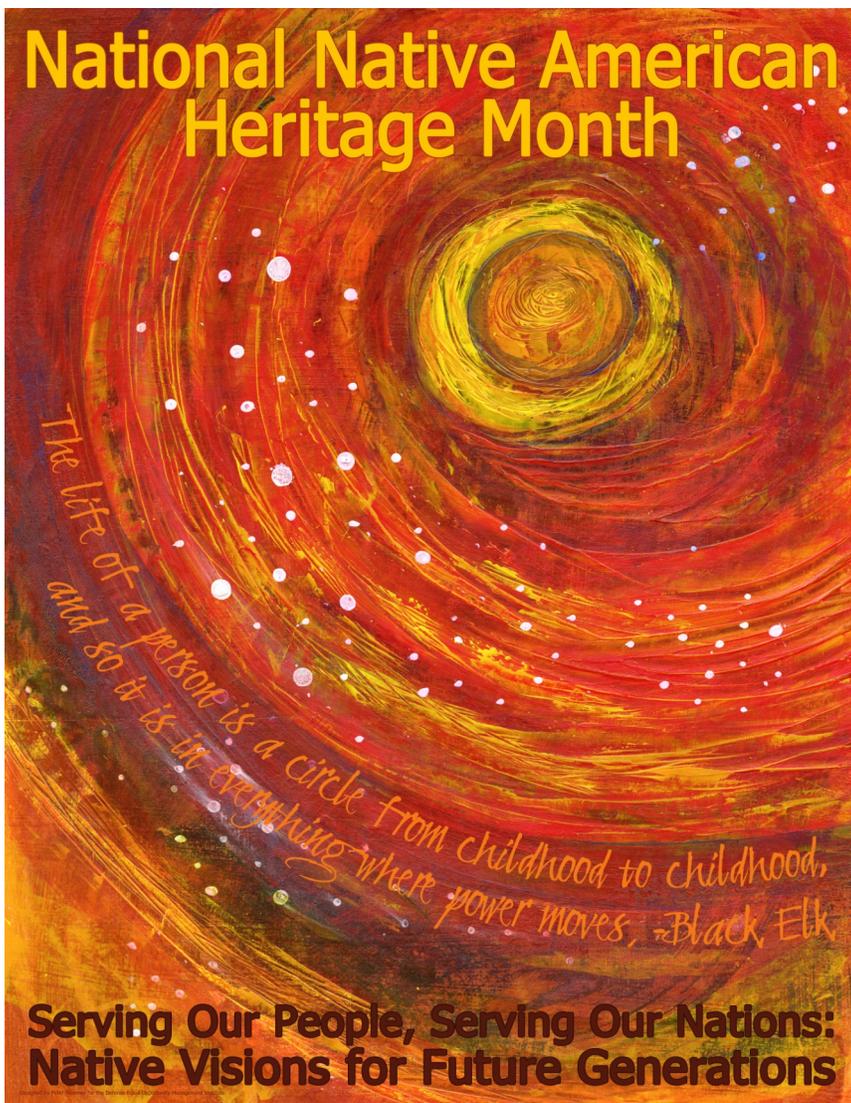
Remember it's about the problem and not about the person!

Provide the listener with the opportunity to ask questions to clarify.

Authors: Christine Kopocis/Tom Rathgeb

**Beverly Robotkay, CMSgt, AKANG**  
**State Equal Opportunity Specialist**  
**COMM: 907-428-6466**

Major Joel Kondas is the AKNG Equal Opportunity  
OIC, 907-428-6267, joel.kondas@us.army.mil



**Physical Training:** Programs such as basketball, volleyball and other competitive sports will not be permitted due to the high incidence of injury related to these activities. Other sports such as archery, bowling, and golfing do not fit within the purpose of the AKNG’s PT program but may fit within a team building or unit function separate from the PT program.

**Violence in the Workplace:** It is not permitted. If you are threatened or harmed, immediately report the incident with as much detail as possible—to your supervisor or someone in your chain-of-command. Threats or assaults that require immediate attention should be reported first to the police. Do not put yourself in peril! Call 911 if you need to. Conduct that threatens, intimidates or coerces will not be tolerated.

**Family and Medical Leave (FMLA)** is a period of up to 12 weeks of job protection the technician employee is entitled by law to be away from the workplace for the following circumstances with our without the use of paid leave.

- The birth of a son or daughter of the employee and the care of such son or daughter of the employee and the care of such son or daughter.
- The placement of a son or daughter with the employee for adoption or foster care.
- The care of a spouse, son, daughter or parent of the employee a person whose relationship with the employee is that of the above family members who has a serious health condition
- A serious health condition of the employee rendering the employee unable to perform the essential functions of his/her position.

## AGR Management

**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 Heffele 428-6458 or DSN 384-4458, [jody.heffele@us.army.mil](mailto:jody.heffele@us.army.mil). You must apply and MSG Heffele 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 as early as twelve months and no less than six months prior to your requested retirement date. Your Force Support Flight can guide you and assist.

- POC: CW4 Tammy Kostoff, [tammy.kostoff@us.army.mil](mailto:tammy.kostoff@us.army.mil) / 907-428-6433
- POC: CMSgt Bev Robotkay, [Beverly.robotkay@us.army.mil](mailto:Beverly.robotkay@us.army.mil) / 907-428-6466
- POC: MSG Heffele, Jody, [jody.heffele@us.army.mil](mailto:jody.heffele@us.army.mil) / 907-428-6458
- POC: TSgt Saroya Porche, [Saroya.warren@us.army.mil](mailto:Saroya.warren@us.army.mil) / 907-428-6457
- POC: SSG Eliza-Ortiz, Luis, [luis.j.elizaortiz@us.army.mil](mailto:luis.j.elizaortiz@us.army.mil) / 907-428-6472
- POC: PFC Smith, Samantha [samantha.a.moses@us.army.mil](mailto:samantha.a.moses@us.army.mil) / 907-428-6452

ADOS? All Army ADOS packages must come through the HRO .

CW4 Tammy Kostoff, AGR Manager  
 Joint Forces AK National Guard



<p><b>State Family Program Director</b></p>	<p><b>POC:</b> Lt Col Kay Spear-Budd/ <a href="mailto:kay.luree.spearbudd@us.army.mil">kay.luree.spearbudd@us.army.mil</a> /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><b><u>Sexual Assault Prevention and Response</u></b></p> <p><b>Manager</b></p>	<p><b>POC:</b> Octavia L. Thompson/ <a href="mailto:octavia.l.thompson@us.army.mil">octavia.l.thompson@us.army.mil</a> /428-6219 or 854-1899</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>Available Training: ASIST (Suicide Intervention), Bystander Training, Four Lenses, ACE (Suicide Prevention), Suicide TALK (ages 13 and older)</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 <b>confidential</b> services. Check with your SARC or a Victim Advocate today to learn more about Restricted and Unrestricted reporting options.</p>
<p><b>Resiliency and Risk Reduction (Suicide Prevention) Program Manager</b></p>	<p><b>POC:</b> SSG Charles Boldt/ <a href="mailto:charles.j.boldt@us.army.mil">charles.j.boldt@us.army.mil</a> /428-6241</p> <p>To recognize the seriousness of suicidal behaviors and potential within the AKNG. To implement appropriate control measures that address and <b>minimize the risk factors of suicide</b> while strengthening the factors that mitigate those risks. To <b>aid and equip commanders and leaders with the skills</b> and resources necessary to <b>combat suicide</b> by providing quality <b>interactive training</b> on prevention, intervention, and postvention. To ensure <b>early identification and treatment of emerging deployment-related health concerns</b>.</p>
<p><b>Family Readiness Assistant</b></p>	<p><b>POC:</b> Gia Simmons/ <a href="mailto:gianna.simmons@us.army.mil">gianna.simmons@us.army.mil</a> /428-6682 or 229-6189</p> <p><b>POC:</b> 38<sup>th</sup> TC/ Mary Sorensen/ <a href="mailto:mary.sorensen1@us.army.mil">mary.sorensen1@us.army.mil</a> /428-6355 or 854-1861</p> <p><b>POC:</b> 297<sup>th</sup> BfSB/ Jenny Morgan/ <a href="mailto:jenny.e.morgan.ctr@us.army.mil">jenny.e.morgan.ctr@us.army.mil</a> /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><b>Airman &amp; Family Readiness Program Managers (A&amp;FRPM)</b></p>	<p><b>POC:</b> 176<sup>th</sup> Wing/ C. Jill Meszaros/ <a href="mailto:catherine.meszaros@us.af.mil">catherine.meszaros@us.af.mil</a> /551-7649 or 382-3905</p> <p><b>POC:</b> 168<sup>th</sup> ARW/ Kristie Harrison/ <a href="mailto:kristen.harrison@ang.af.mil">kristen.harrison@ang.af.mil</a> /377-8715 or 378-7202</p> <p>The A&amp;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&amp;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><b>Personal Finance Counselor</b></p>	<p><b>POC:</b> Rotational Counselor Available/ <a href="mailto:pfc.jfsap.ftrich@gmail.com">pfc.jfsap.ftrich@gmail.com</a> /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><b><u>Military Family Life Consultants</u></b></p>	<p><b>POC:</b> Shirley Durtschi/ <a href="mailto:mflc.jfsap.ft.rich@gmail.com">mflc.jfsap.ft.rich@gmail.com</a> /382-1408</p> <p><b>POC:</b> Rocio Baquerizo/ <a href="mailto:mflc.jfsap.ft.rich@gmail.com">mflc.jfsap.ft.rich@gmail.com</a> /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><b><u>Military One-Source Representative</u></b></p>	<p><b>POC:</b> Reece Baldwin/ <a href="mailto:reece.baldwin@militaryonesource.com">reece.baldwin@militaryonesource.com</a> /229-3773</p> <p>Subject matter expert on Military OneSource resources available to service and family members. 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. Formats, subjects and scheduling are very adaptive to end user needs.</p> <p>To request a Military OneSource training, presentation or support for a specific event, type "jfsap.mhf.dod.mil" into your internet address bar, hit "Enter" and complete the On-Demand request form. Please do not hesitate to call/email the POC for assistance.</p>
<p><b><u>Transition Assistance Advisor</u></b></p>	<p><b>POC:</b> Mirta Adams/ <a href="mailto:mirta.y.adams@us.army.mil">mirta.y.adams@us.army.mil</a> /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><b>Child &amp; Youth Program</b></p>	<p><b>POC:</b> Program Coordinator, Joan Boltz/ <a href="mailto:joan.boltz@us.army.mil">joan.boltz@us.army.mil</a> /428-6670</p> <p><b>POC:</b> Youth Prog Specialist, Melissa Thornton/ <a href="mailto:melissa.k.thornton.ctr@us.army.mil">melissa.k.thornton.ctr@us.army.mil</a> /428-6218</p> <p>Assist youth in understanding why their Family member serves in the military          Help youth realize their coping skills to deal with the stressors of the deployment cycle          Provide accurate and useful information and resources to the parents and youth          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          Assist youth in becoming aware of hazards of substance abuse and destructive behaviors          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><b><u>Director of</u></b></p> <p><b>Psychological Health Army &amp; Air</b></p>	<p>POC: Lyn Tashea/ <a href="mailto:lyn.tashea@ceridian.com">lyn.tashea@ceridian.com</a> /428-6662 or 602-8977</p> <p>POC: 176<sup>th</sup> WG/ Christine Prokop/ <a href="mailto:christine.prokop.ctr@us.af.mil">christine.prokop.ctr@us.af.mil</a> /551-0451 or 306-9941</p> <p>POC: 168<sup>th</sup> ARW/ Nancy M. Morris/ <a href="mailto:nancy.morris.ctr@ang.af.mil">nancy.morris.ctr@ang.af.mil</a> /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><b><u>Yellow Ribbon Program</u></b></p> <p><b>Specialist Army &amp; Air</b></p>	<p>POC: Army Guard, LT Brian Tapley/ <a href="mailto:brian.tapley@us.army.mil">brian.tapley@us.army.mil</a> /428-7593</p> <p>POC: Army Guard, SPC Victor Mejia/ <a href="mailto:victor.mejia1@us.army.mil">victor.mejia1@us.army.mil</a> /428-7501</p> <p>POC: Army Guard, PFC Marc Roach/ <a href="mailto:marc.roach@us.army.mil">marc.roach@us.army.mil</a> /428-6367</p> <p>POC: Air Guard, Julie Harvey/ <a href="mailto:julie.harvey.1.ctr@us.af.mil">julie.harvey.1.ctr@us.af.mil</a> /903-0240 or 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&amp;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><b><u>Education Officer</u></b></p>	<p>POC: Ed Services Officer, Capt Nanette Martinez/ <a href="mailto:nanette.martinez@us.army.mil">nanette.martinez@us.army.mil</a> /428-6460</p> <p>POC: Education Services Specialist, Jeannette Sydnor/ <a href="mailto:j.sydnor@ng.army.mil">j.sydnor@ng.army.mil</a> /428-6477</p> <p>POC: State Tuition Mgr, SSgt Asdrubal Peguero/ <a href="mailto:asdrubal.peguero@ng.army.mil">asdrubal.peguero@ng.army.mil</a> /428-6477</p> <p>POC: GI Bill and Employment Mgr, SFC Derrick Green/ <a href="mailto:derrick.greenjr@us.army.mil">derrick.greenjr@us.army.mil</a> /428-6228</p> <p><a href="mailto:NGAK-EDUservicesoffice@ng.army.mil">NGAK-EDUservicesoffice@ng.army.mil</a></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, Chp 1606-Select Reserve GI Bill, 1607-REAP, Chp 30-AD GI Bill, Chp 33-Post 9/11 GI Bill, and/or Chp 33-Post 9/11 Transferability.</p>
<p><b><u>Military</u></b></p> <p><b>Funeral Honors</b></p>	<p>POC: State Coordinador, SPC Steven Morrell/ <a href="mailto:steven.morrell@us.army.mil">steven.morrell@us.army.mil</a> /428-6688</p> <p>POC: Master Trainer: SGT Noah St. Hilaire / <a href="mailto:noah.sthilaire@us.army.mil">noah.sthilaire@us.army.mil</a> /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>

<p><b>Survivor Outreach Services Specialist</b></p>	<p>POC: Rick Cavens/ <a href="mailto:richard.cavens@us.army.mil">richard.cavens@us.army.mil</a> /428-6066</p> <p>POC: Gretchen Nealy/ <a href="mailto:gretchen.nealy1@us.army.mil">gretchen.nealy1@us.army.mil</a> /428-6259</p> <p>Survivor Outreach Services demonstrate the Guard's commitment to Families of the Fallen and the retired. If a deceased person wore a military uniform their Family belongs to us; and we are to make sure that as a Family continues to grieve they don't fall through the system's cracks. Our mission is to expand and improve services to survivors. Define roles and the responsibilities of military agencies to Families of the deceased to improve the response of their needs while streamlining the process for Families of the Fallen. We do this by coordinating local and Federal benefits, offering financial counseling, and providing long term grief support.</p>
<p><b>Family Assistance Center Coordinator</b></p>	<p>POC: Carrie Schrader/ <a href="mailto:carolyn.schrader@us.army.mil">carolyn.schrader@us.army.mil</a> /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 Specialists are ready to serve and build Families with strong military Family readiness.</p>
<p><b><u>Post Deployment Health Reassessment Manager</u></b></p>	<p>POC: SSG Edwin Brunner/ <a href="mailto:alan.kelley@us.army.mil">alan.kelley@us.army.mil</a> /428-7054</p> <p>Opportunity to learn about some of the common experiences Soldiers face after deployment. Help identify your health and re-adjustment concerns. Confidence in knowing that trained professionals will assist you in receiving any care needed.</p>
<p><b>Resiliency Master Trainer and Coordinator</b></p>	<p>POC: SSG Diane Singh/ <a href="mailto:diane.singh@us.army.mil">diane.singh@us.army.mil</a> /428-7594 or 952-6239</p> <p>Conducts and provides Army Resiliency training. Discuss locations, POCs, and how to access the program.</p>
<p><b>Employer Support of Guard and Reserve (ESGR)</b></p>	<p>POC: Prog Support Tech, Jamie Abordonado/ <a href="mailto:jamie.m.abordonado@us.army.mil">jamie.m.abordonado@us.army.mil</a> /428-6287</p> <p>POC: Prog Support Specialist, Bradley Miller/ <a href="mailto:bradley.lee.miller@us.army.mil">bradley.lee.miller@us.army.mil</a> /428-6829</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 <a href="http://www.esgr.org">www.esgr.org</a></p>
<p>Emergency Preparation</p>	<p style="text-align: center;">Happy Thanksgiving for Nov 21, 2012! Merry Christmas and Happy Hanukah for 2012.</p> <p style="text-align: center;">Happy New Year for 2013.</p> <p>Be safe - wear reflective gear and get your family to wear reflective gear outside when lighting is low.</p> <p><b><u>Be prepared for emergencies and have food, water, and backup energy and communications ability.</u></b></p> <p>Many stores carry many dried food options and five gallon water jugs—get your emergency kit set up! Ideas: dried milk, alternate heat source, non-perishable foods, water purifiers, extra batteries, alternate light source, baby food, diapers, wipes, and medications.</p>

