

Happy New Year!

# Kansas National Guard Human Resource Office Bulletin



January-February 2013 Issue

## Bulletin Index:

Page 2:

Supervisor's OWCP Checklist

Technician Deaths

Page 3:

Change in FERS Contribution for  
New Employees

Page 4:

Inclement Weather Policy/  
Information

Page 5:

HRO Events/Training Calendar

Page 6:

HRO Contacts

## Technician Retirements

The following Technicians have recently retired. We appreciate their many years of service and wish them the best in their retirement:

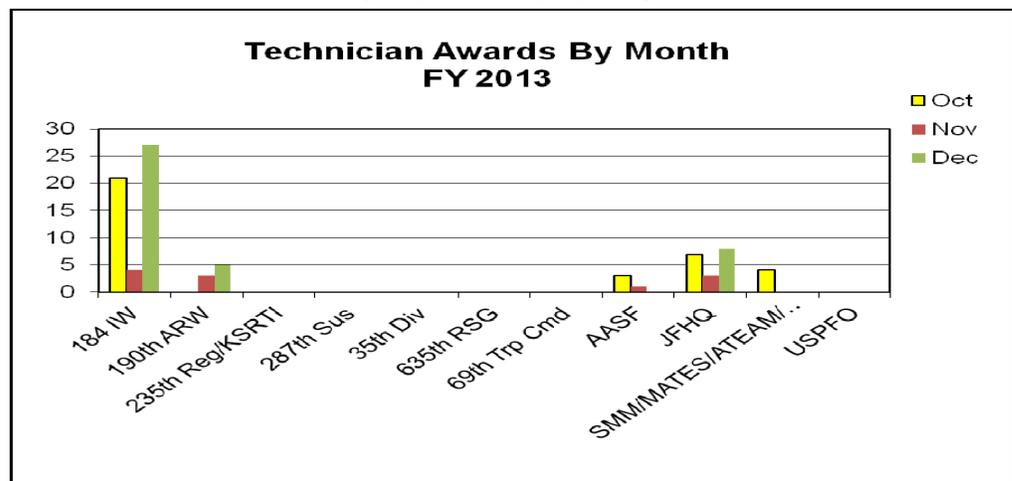
**Air:** BOWMAKER, ANTHONY; DEC. 31, 2012...HATLEY, JODI; DEC. 31, 2012...MANGUS, MICHAEL; DEC. 31, 2012...MOULDEN, MARK; DEC. 31, 2012...ROGERS, GORDON; DEC. 31, 2012...SHAFFER, THOMAS; DEC. 31, 2012...PAXTON, DANNY; DEC. 31, 2012...SCHAFFER, THOMAS; DEC. 31, 2012...DAVIS, JOHN; JAN. 3, 2013

**Army:** PECK, ERIC; DEC. 31, 2012

## Technician Awards

November-December 2012

The graph below shows technician awards processed, to include: Time-Off, On the Spot, Sustained Superior Performance and Quality Step Increases (OSI) through December of FY 2012.



## ACCESSIONS

BALEVRE, MICHAEL P., 184 IW  
BLAGG, AARON J., 184 IW  
CLARK, TERRY E., JFHQ  
DANIELS, AL. B., 184 IW  
DISRUD, ROGER C., AASF 1  
DOLD, SCOTT A., JFHQ  
EARLY, RANDALL F., AASF 2  
HUNSECKER, ELIZABETH A., JFHQ  
HUNT, JORDAN A., 190 ARW  
JOHNSON, LYLE E., 190 ARW  
MADDEN, WADE B., AASF 1  
PIPER, SEAN P., 184 IW  
PITTMAN, KARLA M., 190 ARW  
POWELSON, DAVID L., 190 ARW  
WARTH, THOMAS M., JFHQ  
WEISHAAR, SHERRY J., 1-108 AV  
WILLIAMS, DUSTIN D., FMS 2

## PROMOTIONS

BAUSCH, SHELLY L., JFHQ  
BLANKENSHIP, ERIC D., JFHQ  
BROWN, CURTIS L., 184 IW  
MCNUTT, TYISHA D., JFHQ  
NELSON, MELANIE L., JFHQ

## REASSIGNMENTS

JENKINS, HARRY S. III., JFHQ  
KRACHT, JEREMY M., ATEAM  
SNODGRASS, SHELDON L., AASF 1

## SEPARATIONS

CRUZ, SAMUEL, ATEAM  
GLASER, MARCUS A., MATES  
GRAY, TOMMY O., 184 IW  
GREEN, RYAN R., AASF 1  
METCALF, BRAD R., 190 ARW  
OSBOURNE, MATTHEW R., AASF 2  
PRICE, ANDY J., JFHQ  
REYNOLDS, JUDY L., 190 ARW  
RULE, JOHN M., JFHQ  
WADE, JAMES D., AASF 1  
WALSH, REGIS L., 190 ARW  
WHITE, JOHN L., 184 IW

## Supervisor's OWCP Checklist

1 October 2008



1. **Report Immediately-Must submit CA-1 to get OWCP Claim Number**
  - Electronically submit CA-1, Traumatic Injury or CA-2, Occupational Disease
  - Website: <https://extranet.apps.cpms.osd.mil/> (DIUS: Supervisor Link)
  - For Recurrence Claims (spontaneous return) submit CA-2a manually to ICPA
2. **Notify Safety**
  - Air National Guard-Submit local safety forms to their Safety Office
  - Army National Guard-Submit DA Form 285-AB-R to State Safety Office
3. **Medical Documentation-Must be signed by Physician**
  - CA-16, Authorization for Examination & Treatment **within 48 hours of injury** (issue only one CA-16 per injury)
  - CA-20, Attending Physician's Report (each time medical treatment is received)
  - CA-17, Duty Status Report (Must submit after each treatment)-Send with Position Description
  - **Injured employee must notify physician that Agency offers light duty**
4. **Continuation of Pay (COP)-Must be supported by medical documentation**
  - 45 calendar days entitlement following date of traumatic injury
  - Time card code for COP: "LU" for date of injury & "LT" 45 days after injury
  - Four digit code for time card is month & day of injury
  - If claim is denied, change COP to LS, LA or LWOP
5. **Medical Authorization-Must be supported by medical justification**
  - Physician requests authorization: phone (866) 335-8319 or (850) 558-1818 or fax (800) 215-4901 or website: <http://owcp.dol.acs-inc.com>
  - Medical Provider must have ACS Provider Number to receive authorization
  - Physician must state ICD-9, (diagnosis code) & CPT (procedure code), and OWCP Claim Number (Codes must match accepted condition)
6. **Compensation after 45 days-Must be supported by medical documentation**
  - Must be in a Leave Without Pay (LWOP) Status
  - Time card code for LWOP: 'KD'
  - CA07, Claim for Compensation (Submit every two weeks)
  - SF1199A, Direct Deposit Sign-up
  - After 80 hours of LWOP, submit SF52 to HRO requesting LWOP status
  - Pay rate is three-fourths with dependants and two-thirds without dependents
7. **Medical Bills**
  - Website: <http://owcp.dol.acs-inc.com>
  - Medical Provider must have ACS Provider Name to receive payment
  - Bills must be submitted manually-Medical Providers (excluding Pharmacy) must bill with their ACS OWCP provider number in box 33 of OWCP-1500 or box 51 of OWCP-04. If the number is not on the form medical bill will be returned
  - Mailing address: Dept of Labor, P.O. Box 8300, London N.Y. 40742-8300
  - ACS Customer Service (850) 558-1818
8. **Reimbursement**
  - OWCP-915, Medical, submit with required documentation
  - OWCP-957, Travel, submit with required documentation
  - Send completed forms, with required documentation, to the Dept. of Labor, P. O. Box 8300 London, KY 40742-8300
9. **Agency Point of Contact-Injury Compensation Program Administrator (ICPA)**
  - MSgt Robin Lewis, ICPA-DSN 720-8206, CML (785) 274-1206, JFHQ-HRO, Kansas National Guard, 2800 SW Topeka Blvd., Topeka, KS 66611-1287.

## Technician Deaths

Wayne L. Kern, a retiree who spent part of his Technician career with the Kansas National Guard, passed away on November 8, 2012, at the age of 65. Wayne had retired from the Kansas National Guard Bureau Headquarters, Arlington, VA, in 2007 after 43 years of service. Our condolences go out to his family.

David Scott Gogian, formerly a Technician at the Weather Flight at Forbes Field in Topeka, passed away in the line of duty as a Topeka Police Officer on December 17, 2012. Our condolences go out to his family.



**Change in FERS Contribution for New Employees!!!**  
Federal Employees Retirement System-Revised Annuity Employees (RAE)

Beginning 1 January 2013, under FERS-RAE, new Federal employees (as designated in the Statute) will contribute 3.1% of their salary to Federal Employee Retirement System, an increase of 2.3%.

**Subject: Purpose:** The purpose of this Benefits Administration Letter (BAL) is to provide guidance concerning employees and Members of Congress who will be covered under the Federal Employees Retirement System (FERS) as Revised Annuity Employees (RAE), FERS-RAE. This guidance only applies to automatic FERS coverage determinations. Employees who are subject to CSRS, CSRS-Offset, or FICA-only coverage and who have an opportunity to elect to transfer to FERS will be subject to FERS, not FERS-RAE, if they elect to transfer to FERS.

**Coverage Determination:** FERS-RAE coverage will generally apply to any individual who receives an appointment not excluded from FERS coverage on or after January 1, 2013, and who would normally be placed in FERS. There are three exceptions to this general rule, however, and the date December 31, 2012, is a key date for each of those exceptions. An individual will be excluded from FERS-RAE coverage if any of these exceptions apply:

- the individual on December 31, 2012, was covered under FERS
- the individual on December 31, 2012, was performing civilian service which is creditable or potentially creditable service under FERS (for example the individual may have been covered under another retirement system from which service credit may be transferred to FERS, such as CSRS, CSRS-Offset, Foreign Service, Federal Reserve, or CIARDS)
- the individual on December 31, 2012, was not covered under FERS and was not performing civilian service which is creditable or potentially creditable service under FERS, **but** as of December 31, 2012 had performed at least **five years** of civilian service creditable or potentially creditable under FERS, including service subject to CSRS or CSRS-Offset.

Any questions on this new change, please call the Benefits Section of HRO: Bobbi Harvey – (785) 274-1172, MSgt Robin Lewis –(785) 274-1206 or SPC Stephanie Hodges – (785) 274-1187.

## Inclement Weather Policy/Information

(All Army and Air Technicians, Non-Dual Status and AGR Employees)

The National Guard is responsible for numerous emergency services and responses. Employees must remember that administrative leave is a benefit and not an entitlement. Everyone is subject to re-call if needed. Supervisors should weigh the use of their flexibilities with military requirements. Supervisors use of administrative leave is limited to 1 hour and is discretionary. Reminder/clarification of the Kansas National Guard Inclement Weather Policy for non-essential National Guard employees (AGR, Technician & NDS), can be found in TPP 610, Section 2-19, Para f and g. Supervisors need to ensure their employees are aware of the policy as well as their expectations.

**For the Topeka Area:** If an Inclement Weather declaration is made during the duty day, employees will be notified via email. For Inclement Weather declaration is made outside the normal duty day hours, please tune into the local TV/Radio stations and follow guidance issued for Kansas State Agencies/Offices in the Topeka/Shawnee County area as it relates to closures and delayed reporting times; (ex. 2 hour late start), or specific reporting times; (ex. 9:00 a.m.). Every effort will be made to provide a specific time for reporting when late reporting has been determined.

**Outside the Topeka Area:** The AO/Wing Commander is responsible for keeping the chain of command informed during inclement weather. Recommendations regarding early release/late reporting or work cancellation should be supported by closings in their local area. (ex. Closing of state/county offices in Salina supports the closing of normal work operations in Salina).

### Time & Leave:

- Employees will receive administrative leave if an Inclement Weather declaration is made.
- Those employees who work during a Inclement Weather declaration will be paid at their usual rate of pay. (compensatory time is not authorized).
- Employees who received prior approval for authorized leave (Military Leave, Annual Leave, Sick Leave, Comp. Time. Etc.), Will not be given Administrative Leave, (if during the period covered by the Inclement Weather declaration).
- If any employees determine they cannot report for work due to Inclement Weather conditions, and a Inclement Weather declaration has not been issued, employees are to follow their normal procedures for reporting their unexpected absence and will have to use a form of leave.

| JANUARY 2013  |    |    |    |    |    |    |   |
|---------------|----|----|----|----|----|----|---|
| SU            | M  | T  | W  | TH | F  | SA |   |
|               |    | 1  | 2  | 3  | 4  | 5  | JANUARY 1ST; NEW YEAR'S DAY HOLIDAY   |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 | JANUARY 2ND & 15TH & 29TH; NEW HIRE IN-PROCESSING DAY FOR TECHNICIANS RM 169 NICKELL ARMORY           |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |   |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 | JANUARY 21ST; MARTIN LUTHER KING JR. DAY HOLIDAY  |
| 27            | 28 | 29 | 30 | 31 |    |    |   |
|               |    |    |    |    |    |    |   |
| FEBRUARY 2013 |    |    |    |    |    |    |   |
| SU            | M  | T  | W  | TH | F  | SA |   |
|               |    |    |    |    | 1  | 2  | FEBRUARY 12-15; FEDERAL, STATE & AGR SUPERVISOR TRAINING RM 169                                       |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  | FEBRUARY 26-MARCH 1; PRE-RETIREMENT & CAREER PLANNING SEMINARS  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 | FEBRUARY 12 RM 166 & FEBRUARY 26 RM 169; NEW HIRE IN-PROCESSING DAY FOR TECHNICIANS IN NICKELL ARMORY |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |   |
| 24            | 25 | 26 | 27 | 28 |    |    |   |
|               |    |    |    |    |    |    |   |
|               |    |    |    |    |    |    |   |
| MARCH 2013    |    |    |    |    |    |    |   |
| SU            | M  | T  | W  | TH | F  | SA |   |
|               |    |    |    |    | 1  | 2  | MARCH 1; PRE-RETIREMENT & CAREER PLANNING SEMINARS  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |   |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 | MARCH 12 & 26; NEW HIRE IN-PROCESSING DAY FOR TECHNICIANS RM 169 NICKELL ARMORY                       |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |   |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |   |
| 31            |    |    |    |    |    |    |   |
| APRIL 2013    |    |    |    |    |    |    |   |
| SU            | M  | T  | W  | TH | F  | SA |   |
|               | 1  | 2  | 3  | 4  | 5  | 6  |   |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 | APRIL 9 & 23; NEW HIRE IN-PROCESSING DAY FOR TECHNICIANS RM 169 NICKELL ARMORY                        |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 | APRIL 16, 17, 18, 19; FEDERAL, STATE & AGR SUPERVISOR TRAINING RM 169 NICKELL AMORY                   |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |   |
| 28            | 29 | 30 |    |    |    |    |   |

## Human Resource Office Staff

DSN 720-xxxx  
Fax 785-274-1604



### MANPOWER

|                      |                            |          |
|----------------------|----------------------------|----------|
| LTC Roger Krull      | Human Resource Officer     | 274-1167 |
| Maj Shayna Fishel    | Chief Manpower             | 274-1182 |
| CMSgt Lynn McConnell | PSM Manager                | 274-1165 |
| SMSgt Tammy Wells    | Classification Specialist  | 274-1161 |
| TSgt Melanie Nelson  | Human Resources Specialist | 274-1510 |
| MSgt Terry Spangler  | Staffing Specialist        | 274-1160 |
| MSgt Kathy Thornton  | Staffing Specialist        | 274-1053 |
| SrA Diane Collins    | Staffing Specialist        | 274-1184 |

### EMPLOYEE SERVICES

|                      |                                 |          |
|----------------------|---------------------------------|----------|
| LTC Robert Stinson   | Chief, Employee Services/LRS    | 274-1162 |
| Bobbi Harvey         | Employee Services Specialist    | 274-1172 |
| MSgt Robin Lewis     | Human Resources Specialist      | 274-1206 |
| SPC Stephanie Hodges | Human Resources Specialist      | 274-1187 |
| Dottie Clark         | Employee Development Specialist | 274-1185 |
| Michele Mowder       | Human Resource Administrator    | 274-1180 |
| MSG Brett Fox        | Management Analyst/DTS          | 274-1941 |

### AGR

|                     |                     |          |
|---------------------|---------------------|----------|
| LTC Shy Warner      | AGR Manager         | 274-1170 |
| SFC Katie Carnahan  | Staffing Specialist | 274-1186 |
| MSG Paul Swanson    | Sr HR NCO           | 274-1636 |
| MSgt Doug Roudybush | Human Resource NCO  | 274-1164 |
| SGT Daniel Forrest  | Human Resource NCO  | 274-1330 |

### J1

|                 |    |          |
|-----------------|----|----------|
| COL Barry Adams | J1 | 274-1181 |
|-----------------|----|----------|

### EO/EEO

|                       |                   |          |
|-----------------------|-------------------|----------|
| CW4 Sandra Lashley    | EO/EEO Manager    | 274-1166 |
| SFC Francisca Jimenez | EO/EEO Specialist | 274-1168 |

### Workforce Support/Family Programs

|                         |   |                |
|-------------------------|---|----------------|
| Mary Nesbitt            | FP Director/WFS Chief                           | 274-1171       |
| Michelle Whitman        | Family Programs Assistant                       | 274-1173       |
| MSgt Deanna Davis       | Family Programs Specialist                      | 274-1553       |
| SGT Craig Douglas       | Family Programs Specialist                      | 274-1512       |
| SGT Jennifer Breuninger | Yellow Ribbon Event Acct. Mgr.                  | 274-1512       |
| Darcy Seitz             | State Youth Coordinator                         | 274-1967       |
| Michelle Jones          | Child & Youth Coordinator (cell) (785) 501-9600 | 274-1968       |
| Bonnie Murdock          | Military OneSource JFSAP                        | 274-1557       |
| John Merritt            | Military & Family Life Consultant               | (785) 217-6518 |
| 2 LT Tim Traynor        | JFHQ Sexual Response                            | 274-1578       |
| John Kriss              | Military Family Life Consultant                 | (785) 289-3386 |
| Ryan Delarbier          | State Youth Coordinator                         | 274-1968       |
| Shawn Evans             | TRICARE Program/VO DEERS                        | 274-1517       |
| John Potter             | Chaplain  | 274-1514       |
| SSG Jimmy Boss          | Chaplain's Assistant                            | 274-1514       |
| Doug Spenser            | Personal Financial Counselor                    | (785) 250-9713 |

### Transition Benefits

|                 |                                  |          |
|-----------------|----------------------------------|----------|
| Beth Visocsky   | Transition Assistance Specialist | 274-1129 |
| Howard Steanson | Transition Assistance Advisor    | 274-1188 |

### ESGR

|               |               |          |
|---------------|---------------|----------|
| Chuck Bredahl | ESGR Director | 274-1559 |
|---------------|---------------|----------|

### Survivor Outreach Services

|               |  |          |
|---------------|--|----------|
| Lacey Kohlman | Survivor Outreach Services Coordinator | 274-1069 |
|---------------|--|----------|