



Kansas National Guard Federal Human Resource Office Bulletin



Happy Holidays

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Federal Employee Benefits Open Season (November 12th-December 10th, 2012)

For information on plan changes or rates go to:
<http://www.opm.gov/insure/openseason/>

Federal Employee Benefits Open Season will be held November 12th, 2012 through December 10th, 2012. During Open Season employees will be able to enroll, cancel, change options or change plans in their Federal Employee Health Benefits, Flexible Spending Accounts and Federal Employees Dental & Vision Plans. To enroll or make changes to a plan, employees will need to access the EBIS (Employee Benefits Information System) website at <https://www.abc.army.mil>. New enrollments and changes during the open season will become effective January 13, 2013 to include the cost change on all plans.

Don't Forget !!

TSP/ROTH Contribution Deferral Limits for 2012

Now is a good time to review your TSP/ROTH Catch-up contributions. The last pay period for the 2012 tax year is December 15, 2012. As a reminder, Section 402 of the Internal Revenue Code (IRC) limits the amount of income you may elect to defer under all employer-sponsored retirement plans during a tax year. The 2012 Catch-up contribution limit for TSP is \$17,000. The Catch-up Contribution limit for the ROTH is \$5,500. Please review your TSP/ROTH Catch-up deductions to ensure you do not exceed the 2012 limit. Traditional TSP and Catch-up contributions are pre-taxed, therefore reducing your taxable income. ROTH contributions will not affect your taxable income since they are made after taxes.



If you exceed the 2012 maximum limit, the Payroll Office is required to process a corrected Wage and Tax Statement (W-2c). Reviewing your contributions beforehand will prevent you from receiving a corrected Wage and Tax Statement (W-2c).

You can verify if you are at risk of exceeding the maximum limits in two ways: If you have a set amount being deducted each pay period, take that amount and multiply it by the total pay periods for 2012 (there are 27 pay periods for 2012). You can also check this by going onto the TSP website and check the year to date totals in your account, and then forecast the amount needed to meet the limit.

Keep in mind; if you are a FERS employee and your contributions reach the IRS Elective Deferral Limit before the last pay period of the year (December 15, 2012), you will NOT receive all the matching contributions that otherwise you would be entitled to.

To continue catch-up contributions for 2013, you must re-enroll. The first pay period for catch-up contributions starts December 16, 2012. Any changes or new enrollments must be made through EBIS (Employee Benefits Information System), at <http://www.abc.army.mil>.

For more information you may visit the TSP website at:
<https://www.tsp.gov/planparticipation/eligibility/contributionLimits.shtml>.



Tis the Season to Know Gift Policies

With the holidays approaching, federal employees would do well to remember the general ethical prohibitions on giving or receiving gifts in the work environment (found in the Code of Federal Regulations at 5 C.F.R. Section 2635). In general, an employee may not give, or solicit contribution for a gift to an official supervisor, and may not accept a gift from an employee receiving less pay if the employee is a subordinate. On the occasions where gifts are traditionally given such as a holiday, employees may give the following to an official supervisor; items other than cash, valued at \$10.00 or less; items such as food and refreshments to be shared in the office, and personal hospitality provided at a residence which is of a type of value customarily provided by the employee to personal friends.

Restoration of Forfeited Technician Annual Leave

Technician annual leave may be restored to a technician after it has been forfeited at the end of a leave year in the following circumstances:

Administrative error: The employing agency determines what constitutes an administrative error. Exigency of the Public Business, the employing agency determines that an exigency is of major importance and that excess annual leave cannot be used.

A request for restoration that was forfeited due to an exigency of the public business or sickness of the employee may be considered only if the annual leave was scheduled in writing before the start of the third bi-weekly pay period to the end of the leave year. For this year that date would be December 2nd, 2012.

The time limit for using restored annual leave is no later than the end of the leave year ending two years after...

*The date of restoration of the annual leave forfeited because of an administrative error.

*The date fixed by the head of the agency or designed as the date of termination of the exigency of public business.

*The date the employee is determined to be removed from illness or injury and able to return to duty.

The "National Emergency by Reason of Certain Terrorist Attacks" (Presidential Proclamation of September 14, 2001) is deemed to be an exigency of the public business. For any technician who forfeits annual leave at the beginning of the leave year because the agency determined the employee's services were required in response to a national emergency, the forfeited annual leave is deemed to have been scheduled in advance. Requests for restoration of forfeited annual leave IAW this proclamation should quote the proclamation in the request submitted to HRO. To avoid loss of unused leave, all use or lose annual leave should be used by the end of the last pay period of 2012 which is January 12, 2013.

Technician Retirements

Technicians will be retiring on the following dates below. We appreciate their many years of service and wish them the best in their retirement:

ARMY

Daniel Nelson, August 31, 2012
Gary Bainbridge, October 1, 2012
James "JD" Wade, November 13, 2012
Jimmy Istas, December 31, 2012

AIR

Suzette Smith, August 6, 2012
Kevin Hansen, August 24, 2012
Mark Sabes, September 21, 2012
John Hollar, October 1, 2012
Larry Wallace, October 1, 2012
Regis Walsh, November 1, 2012
Tommy Gray, November 2, 2012
John White, November 21, 2012
Judy Reynolds, December 6, 2012



Pandemic Influenza Season Are You Prepared?

With the holiday season upon us we must remember to be prepared for the cold and flu season. Sick employees should stay home. Employees with flu-like symptoms should stay home at least 24 hours-after they are fever free. Keep in mind you can carry the flu virus and not experience symptoms, but still spread the virus. Most who have had the flu will recover within 2 weeks. If you do not recover in that time, you should see your doctor to see if there is another underlying problem that may be causing these symptoms. Be aware that contracting a cold or flu can also lead to worse health conditions such as: dehydration, pneumonia, worsening of chronic medial conditions already existing (ex: heart conditions, asthma, diabetes).

To see the complete guidance on Pandemic Influenza please use the direct link: <http://www.kansastag.gov/FEDHRO.asp?PageID=129>. The link to the memorandum on Pandemic Influenza is located near the bottom of this page under the "Guides, Handbooks, and Other Resources" section.

Employees who will be absent due to cold or flu should follow their usual guidance for reporting absences. Supervisors who will be absent due to cold or flu should follow their chain of command through their AO/COS; Directorate, or Group/Wing Commander and contact HRO (LTC Robert Stinson at 785-274-1162 with all relevant information). HRO will assist supervisors mitigate shortfalls as

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.

Technician Deaths

Kenneth L. Paillet, was a technician with the Kansas Army National Guard for over 29 years. He worked for the MATES section at Ft. Riley in Junction City, KS. He passed away on September 15, 2012. Our condolences go out to his family.

EAP Consultants, Inc.

5 Ways to Avoid Debt

Financial experts say it takes most people six to eighteen months to pay off their holiday credit card bills. Why should you limit your holiday credit purchases?

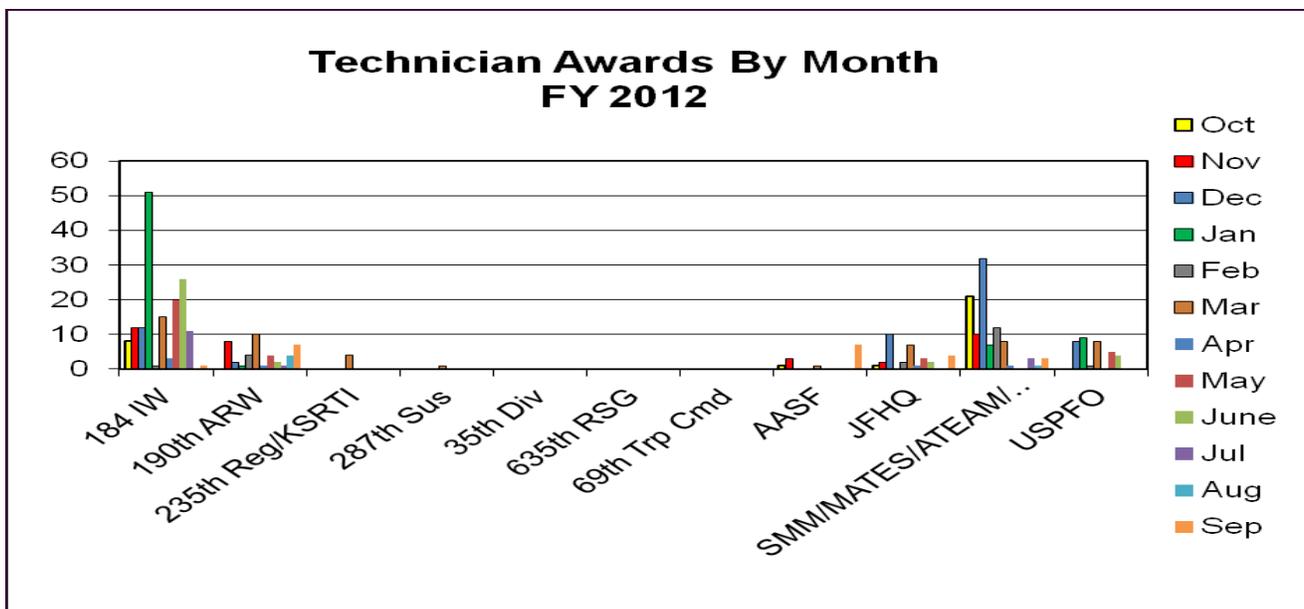
- Gifts bought on credit end up costing you more...Add in months of finance charges and you'll ultimately pay more for your holiday gifts than if you paid cash.
- Your credit score may fall...Spending more than 30% of your credit limit will cause your credit score to drop.
- Emergency spending...Unexpected post-holiday expenses may postpone your credit card payment plan, lengthening your credit card debt.

Follow these suggestions to help you eliminate your overspending and avoid paying for holiday gifts until the next holiday season:

- Set an overall budget for all holiday spending and do not exceed it under any circumstances. This is the amount you can afford to spend on the holidays, without going into debt.

- Create a written spending plan: Create a written plan for holiday spending and gift giving in a month of two in advance of the holidays. Be sure to include all holiday spending including gifts, wrapping paper, cards, party supplies, wardrobe, food, etc. Estimate the cost of each planned expenditure. If the total exceeds your allocated budget, delete, revise or rethink your projected purchases until the budget covers all expenditures. Finalize a written shopping list of projected holiday expenditures.
- Bring your Shopping List: Enter a store only when you have your shopping list and the total amount you plan to spend. Review your spending at the end of each shopping day. If you overspend in one area, deduct that amount from another area you had planned to spend money on.
- Treat credit card purchases as part of your total budget: Your goal this year is to avoid holiday debt, so any purchases made by a credit card must be subtracted from your budget, just as you would account for a check or cash purchase.
- Plan ahead for next year: Open a holiday savings account in January and save holiday spending all year. Save a specific amount of cash each month throughout the year. You'll have a great start on your holiday budget.

Contact your EAP to obtain no cost counseling or other EAP services, please call 800-869-0276 or securely request services from the Member Access section of the EAP website: www.eapconsultants.com



Accessions

Babb, Andrew W., 184th IW
 Brown, Joshua J., 184th IW
 Chapman, Brandon E., 184th IW
 Funk, Paul R., JFHQ
 Gannon, Timothy J., ATEAM
 Green, Timothy J., ATEAM
 Harkins, Tina M., CSMS
 Jenkins, Harry S. III, CIF
 Jennings, Brenda L., AASF2
 Jensen, Neal M., 190th ARW
 Kennedy, Lawrence G. Jr., USPFO
 Loveday, Dean L., ATEAM
 Massad, Peter B., 184th IW
 Nikolas, Jorge A., 184th IW
 Olvera, Lauren R., JFHQ
 Osborne, Matthew R., AASF2
 Stafford, Jonah D., MATES
 Yi, Danny K., 184th IW

Promotions

Burks, Steven E., FMS 1
 Claspill, Casey J., 190th ARW
 Dye, Joshua C., FMS 2
 Smith, Joseph D., 184th IW
 Turner, Timothy D., MATES
 Udell, Ralph D., CSMS

Reassignments

Davis, Tommy L., MATES
 Clendenin, Timothy W., MATES
 Damman, Elizabeth M., JFHQ
 Dittamo, Michael P., JFHQ
 Divish, Tony D., HHC 287 STB
 Kleve, Daniel P., 184th IW
 Quinton, Matthew L., 184th IW
 Russell, Cory R., JFHQ

Separations

Collier, Jason A., JFHQ
 Foreman, Joseph E. Jr., 190th ARW
 Garcia, Maura K., JFHQ
 Hansen, Kevin R., 184th IW
 Leonard, Scot M., FMS 2
 Longberg, Richard D., 184th IW
 McNutt, Trinita D., KS ANG HQ
 Morton, Jason D., FMS 3
 Nelson, Daniel L., ATEAM
 Sabes, Mark A., 190th ARW
 Salmans, Brent L., JFHQ
 Smith, Jermaul D., 184th IW



Human Resource Office Staff

DSN 720-xxxx
Fax 785-274-1604



MANPOWER

LTC Roger Krull	Human Resource Officer	274-1167
Lt Col Shelly Bausch	Deputy HRO	274-1982
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
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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
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
SGT Mike McClellan	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	(785) 250-9713

ESGR

Chuck Bredahl	ESGR Director	274-1559
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Survivor Outreach Services

Lacey Kohlman	Survivor Outreach Services Coordinator	274-1069
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