J1-MANPOWER & PERSONNEL

2016

INTENT

- The intent of this slideshow is to be a menu of topics to choose from in creating a customized presentation based on the composition and needs of the intended audience.
- This briefing is not designed as a stand alone briefing. It is intended to be briefed by J1 Staff and subject matter experts who can provide the most up to date processes and procedures as well as accurate answers to employee and supervisor questions.

Agenda

- J1 Mission and Vision
- J1 Organizational Chart
- AGR Staffing
- AGR Services
- Employee Benefits
- Worker's Compensation
- Training and Career Development
- Classification
- Information Systems
- Staffing
- Labor Relations
- SEEM
- Question and Answer time

J1 - Mission

Provide effective services, career life-cycle management programs and skills that best support the organization while serving the employee, family and service members needs.

J1 – Vision

A model directorate known for providing quality customer programs, services and resources utilizing innovative and collaborative methods that our diverse customers expect and deserve.

Human Resources Office
Organizational Chart

AGR Branch Organizational Chart

Manpower & Personnel Update

- Opportunities: Technician & AGR Supervisors Courses
- New NGR 600-5 published 21 September 2015
- New AGR Hiring Policy
- Tech Compatibility
- Budget (Tech Pay)
- Manpower (TY16 Voucher)
  - Technician – 514 (-20 positions)
  - AGR – 565 (-21 positions)

Contact Information

Director: Col David May (608) 242-3700 david.w.may16.mil@mail.mil

HRO: MAJ Josephine Daniels (608) 242-3716
josephine.a.daniels.mil@mail.mil

Senior HR Specialist(Staffing/Classification): CMSgt Melanie Lange (608) 242-3703 melanie.a.lange.mil@mail.mil

Senior HR Specialist (Benefits/OWCP/Training/Info Systems):
MAJ Peter Kitzhaber (608) 242-3723 peter.k.kitzhaber.mil@mail.mil

AGR Manager: CW2 Nathan Weier (608) 242-3721
Nathaniel.w.weier.mil@mail.mil

Labor Relations: MSgt Stacy Otwaska (608) 242-3707
stacy.l.Otwaska.mil@mail.mil

SEEM: MAJ Daniel Kahlhamer (608) 242-3702
daniel.l.Kahlhamer.mil@mail.mil

AGR STAFFING

SSG Jennifer Valencia

AGR Staffing

- Key Tasks:
  - Advertising AGR vacancies
  - Qualification of applicants and certification of selection boards
  - Input and publication of AGR orders (AFCOS/ARROWS)
- Primary POC:
  - Army – SSG Jennifer Valencia,

    jennifer.r.valencia2.mil@mail.mil

    608-242-3720
  - Air – SSG Benjamin Howard

    benjamin.s.howard.mil@mail.mil

    608-242-3718

Hot Topics

- WING AGR Hiring Policy
- Priority Placement List
- Length of Advertisements

“How do I....?”

- ...find AGR position vacancies?

WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
Scott K. Walker
Governor
Maj. Gen. Donald P. Dunbar
Adjutant General

HOME | ABOUT US | MILITARY/FAMILY SUPPORT | EMERGENCY MANAGEMENT | HUMAN RESOURCES | PUBLIC AFFAIRS

Human Resources » Federal Human Resources » Federal Active Guard Reserve (AGR) Employment Opportunities

Federal Active Guard Reserve (AGR) Employment Opportunities

ATTENTION AGR APPLICANTS: PLEASE BE ADVISED AS OF 1 AUGUST 2009 REQUIRED APPLICATION DOCUMENTS HAVE CHANGED. PLEASE MAKE NOTE OF THIS CHANGE BY CAREFULLY READING THE JOB ANNOUNCEMENT. OF PARTICULAR NOTE, PREVIOUSLY APPROVED APPLICATIONS MAY NOT QUALIFY WITH CURRENT CHANGES.

The AGR job advertisements listed below are for full-time Wisconsin Air & Army National Guard (Title 32). For information on pay and benefits, please contact an AGR representative.

Subscribe to AGR employment notices

J1/Manpower & Personnel Directorate

Email: wi.ng.j1.feedback@mail.mil
Fax: (608) 242-3726
DSN Fax: 724-3726

Location:
2400 Wright Street
Madison, Wisconsin

Mailing Address:
Department of Military Affairs
J1/Manpower & Personnel
P.O. Box 8111
Madison, WI 53708-8111

Resources

- Active Guard & Reserve (AGR) Benefits
- Technician Benefits
- OWCP
- Employee Assistance

AGR SERVICES

SFC Lisa O'Leary

AGR Services

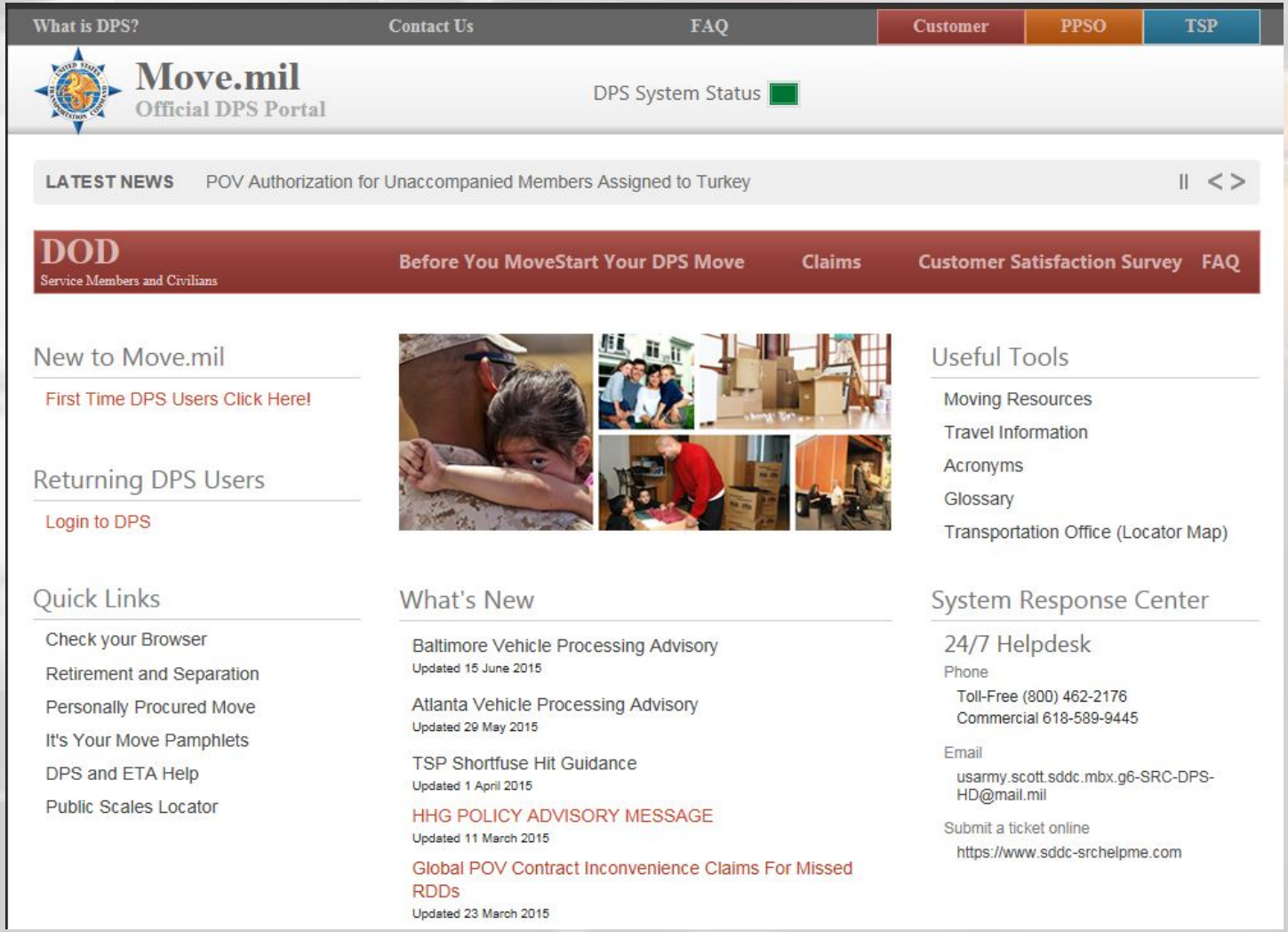
- Key Tasks:
  - AGR Pay Actions
  - AGR In-Processing/Out-Processing
  - Input and publication of AGR orders (AFCOS)
- Primary POC:
  - SFC Lisa O'Leary, lisa.k.oleary.mil@mail.mil, 608-242-3724
- Alternate POC:
  - SSG Jennifer Valencia, jennifer.r.valencia2.mil@mail.mil, 608-242-3720

Hot Topics

- BAH Exception Policy
- AGR Tour Renewals
- Annual Recertification of BAH

“How do I....?”

- **Submit my PCS move?**



AGR BRANCH NCOIC

MSG Aaron Aschenbrenner

AGR Branch NCOIC

- Key Tasks:
  - AGR Retirement Processing
  - AGR Leave Management
  - AGR Travel Management
- Primary POC:
  - MSG Aaron Aschenbrenner, aaron.a.aschenbrenner.mil@mail.mil, 608-242-3714
- Alternate POC:
  - SFC Lisa O'Leary, lisa.k.oleary.mil@mail.mil, 608-242-3724

Hot Topics

- DTS
  - Mileage
  - Lodging
  - Traveling on IDT Weekend
- AGR Retirement
  - Proper lead time
  - Documentation

“How do I….?”

- **Request OCONUS leave?**

FOREIGN TRAVEL REPORT

PRIVACY ACT ADVISEMENT

AUTHORITY: 5 USC Section 301, AR 380-5, 380-67, AR 381-12 and 525-13.

PRINCIPLE PURPOSE(s): For personnel to report official and unofficial foreign travel.

ROUTINE USES: Conduct a Foreign travel risk assessment on DA personnel, DMA Employees, Associates, and Contractors, and to mitigate risk to National Security Information.

DISCLOSURE: Failure to report foreign travel may adversely affect Security Clearance determinations.

PART I *(To be completed by Requestor)*

1. NAME (Last, First Middle Initial)	2. RANK	3. ORGANIZATION

4. SSN	5. PASSPORT NUMBER

6. DATE OF BIRTH	7. PLACE OF BIRTH

8. TRAVEL DETAILS (Put additional information below or on a separate sheet)

Country of Travel		Point of Entry	Dates of Travel (To- From)	
#1				
#2				
#3				

Number of Travelers		Purpose of Travel	Select

Emergency Contact	

Foreign Contacts in Country (Include Full Names, addresses, and phone numbers)

9. FOREIGN TRAVEL BRIEFING

AGR BRANCH MANAGER

CW2 Nathan Weier

AGR Branch Manager

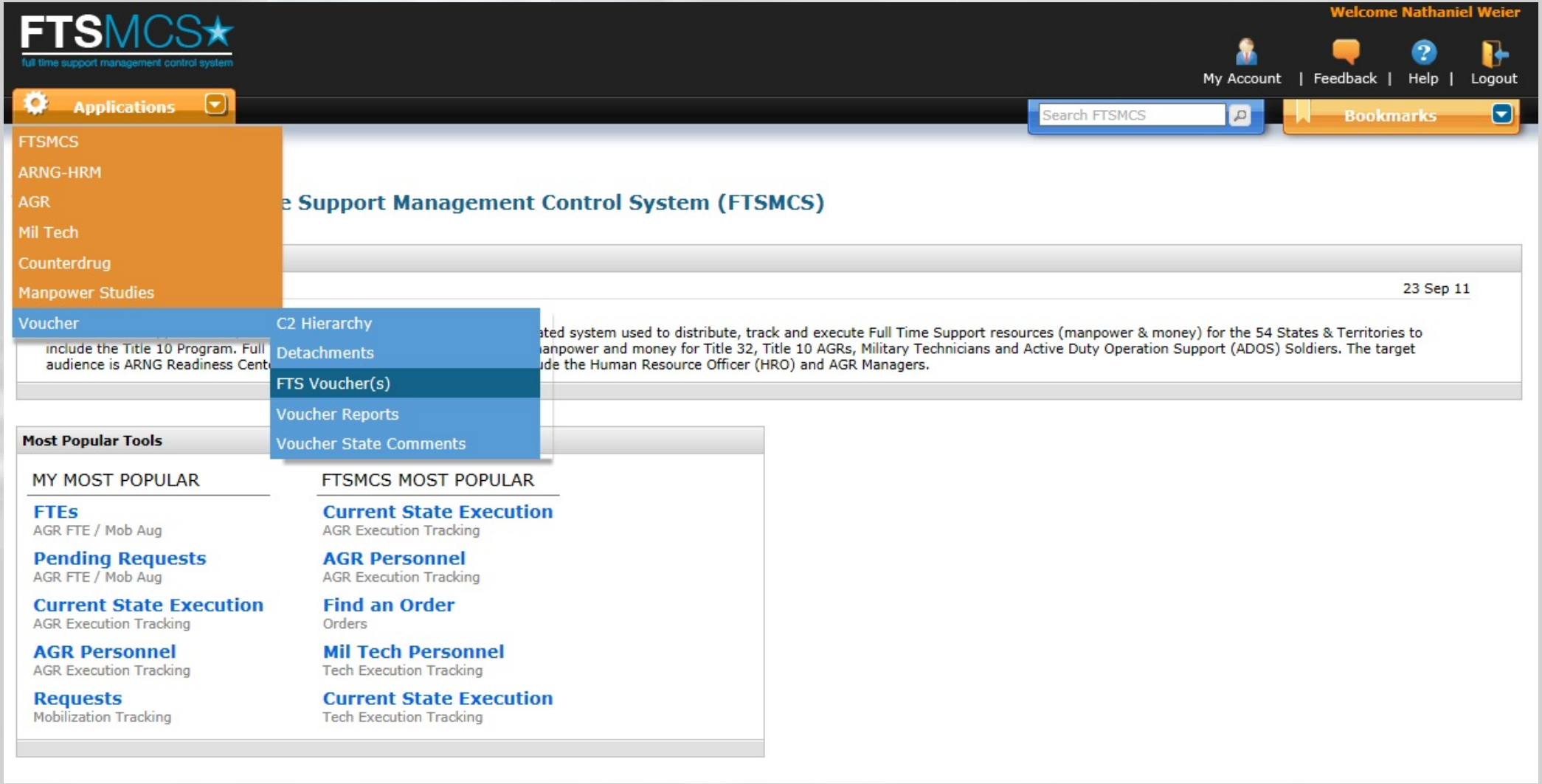
- Key Tasks:
  - AGR Position Management
  - AGR Separations
  - AGR Active Service Management Board (ASMB)
- Primary POC:
  - CW2 Nathan Weier, nathaniel.w.weier.mil@mail.mil, 608-242-3721
- Alternate POC:
  - MSG Aaron Aschenbrenner, aaron.a.aschenbrenner.mil@mail.mil, 608-242-3714

Hot Topics

- NGR 600-5, 21 September 2015
- ASMB Guidance, 6 October 2015
- AGR Supervisor Course

"How do I....?"

- Access the Voucher on FTSMCS?



Employee Benefits

Ms. Vicki Lipka

Employee Benefits

- Key Tasks:
  - FEHB Open Season
  - Military Deposits (Buy-Backs)
  - AUS/RTD Actions (Absent Uniformed Service/Return to Duty)
- Primary POC: Vicki Lipka, vicki.l.Lipka.civ@mail.mil, 608-242-3712
- Alternate POC: TSgt Lee Rettmann, lee.m.rettmann.mil@mail.mil, 608-242-3705
- Other POC: SrA Angela Quinones, angela.m.quinones2.mil@mail.mil, 608-242-3709

Employee Benefits

- **FEHB Open Season**
  - This Open Season Opportunity to Enroll in Self + 1 coverage
  - Effective 1st Pay Period 2016
  - If you have family coverage you may change your election to Self + 1
  - Premiums will be posted to OPM web site late October
  - Verify new plan premium costs to make informed choices regarding continued coverage
- **Military Deposits**
  - Submit your deposit applications as soon as possible
  - Currently taking 6-8 months to process (entire process)
  - Currently 205 military deposits are being processed by our office
  - For questions please e-mail TSgt Lee Rettmann
- **AUS/RTD Actions**
  - Any active duty exceeding 30 days requires and AUS action automatically
  - Submit actions in a timely manner with orders and completed checklists
  - Please contact SrA Quinones with questions regarding the action or checklist

Hot Topics

- Military members need to prepare for calendar year 2016 selective retention and how it will effect your technician career

“How do I….?”

- If there are any questions regarding your technician benefits or retirement, please contact the Employee Benefits Section.

Workers' Compensation Program

ECOMP 101

MSgt Kenny Young

Workers' Compensation Program

- Also known as the Employee's Compensation Operations & Management Portal
- It's a streamlined process
- It's a product of the U.S. Department of Labor
- New online system for filing workers compensation(OWCP) claims

Workers' Compensation Program

- Employees must register before filing a claim
- Employees must know supervisor email address
- Employees must know employing organization
- Supervisors may have to register if filing a claim on employee behalf

Workers' Compensation Program

- Training available for employees, supervisors and safety on DMA public website, DOL ECOMP website

- http://dma.wi.gov/DMA/humanresources/fedhr/resources/owcp

- https://www.ecomp.dol.gov

Workers' Compensation Program

The Process and How To's

- Employee informs supervisor of work related injury or illness
- Supervisor briefly investigates, authorizes employee to seek medical care and provides billing information
- Employee initiates the claim filing process by creating an account, filing an OSHA-301, CA-1 or CA-2, loads medical treatment information

Workers' Compensation Program

- Supervisor receives the OSHA-301 and CA-1 or CA-2
- Supervisor processes OSHA-301 and CA-1 or CA-2
- Supervisor forwards OSHA-301 to Safety Office for review
- Supervisor processes CA-1 or CA-2 forwards to J1 Agency ICPA for review

Workers' Compensation Program

Advantages of the Program:

- Once the employee has registered with ECOMP subsequent claims in ECOMP can be obtained
- Employee and supervisor can file their portion separately
- The computer does not have to be on a CAC enabled system, must establish log on / password and three security questions

Workers' Compensation Program

Advantages of the Program:

- Employee and Supervisor has his or her own dashboard to view information
- Documentation can be attached with the claim by either party
- Information may be viewed by claims examiner same day

Hot Topics

- Supervisors can challenge the validly of a claim within contents of filing it
- Facts or witness statements can be used
- Workplace rules or safety violations are relevant

Hot Topics

- Temporary light duty can be an option to RTW
- OSHA-301's are not CA-1's or CA-2's
- Continue to update and monitor the employee from light duty to full duty

“How do I….?”

- If there are any questions regarding your technician injury compensation or unemployment, please contact the Injury Compensation Program Administrator.

Workers' Compensation Program

ECOMP (Employee's Compensation Operations and Management Portal)

Contacts

MSgt Kenneth Young
WIJS-J1-SVC
(608) 242-3711
(Primary ICPA)

TSgt Lee Rettmann
WIJS-J1-SVC
(608) 242-3705
(Alternate ICPA)

Kenneth.O.Young.mil@mail.mil
Lee.M.Rettmann.mil@mail.mil

HR-Training and Career Development

TSgt Heather Ihlenfeldt

HR–Training and Career Development

- Key Tasks:
  - Technician Training Program Manager
  - Technician Travel Account Manager
  - Individual Development Plans (Permanent, Indefinite and Target Grade positions)
  - Performance Improvement Plan (PIP) Program Manager
  - Telework Program Manager
- Primary POC: TSgt Heather Ihlenfeldt

  heather.r.Ihlenfeldt.mil@mail.mil

  608.242.3708
- Other POC: MAJ Peter Kitzhaber (as needed)

HR-Training and Career Development

- FY 2016 Budget
  - PEC – Centrally Funded Courses – technicians are supported
  - NGB Program Manager guidance is Statutory and TAG Imperative requests only
  - Program Manager (HRO/J1) has overall authority to choose what is funded

HR-Training and Career Development

DTS Authorizations

The following expenses will no longer be considered reimbursable expenses:

- Authorized Business Call
- Authorized Call Home
- Baggage Tips
- GOVCC ATM Advance Fee
- GOVCC ATM Service Fee
- Non-GOVCC ATM Advance/Service Fee
- Laundry / Dry Cleaning

These expenses are part of the daily incidental expense rate

HR – Training and Career Development

DTS Authorizations

ATM Advance Authorized:

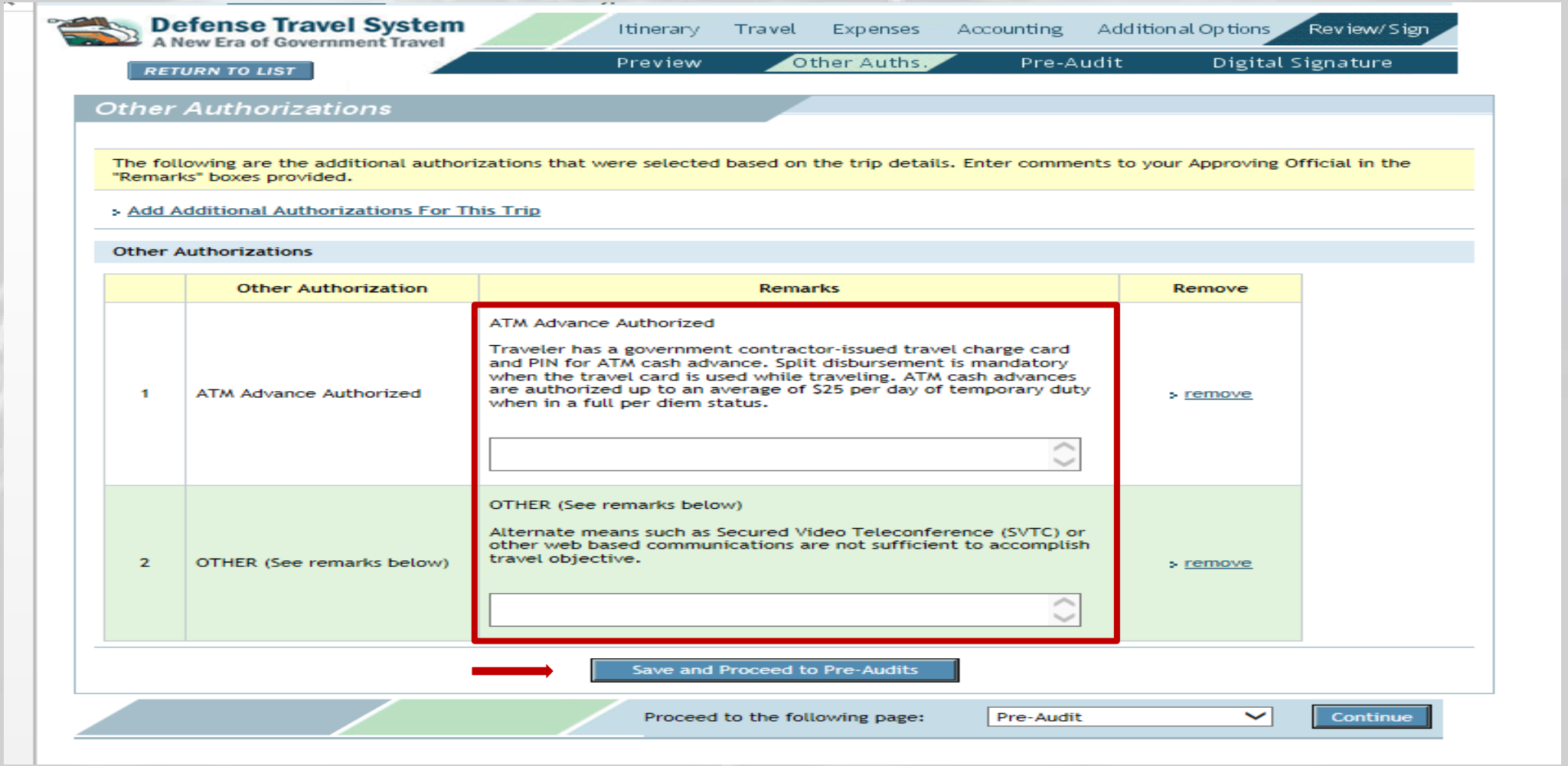
"Traveler has a government contractor-issued travel charge card and PIN for ATM cash advance. Split disbursement is mandatory when the travel card is used while traveling. ATM cash advances are authorized up to an average of $25 per day of temporary duty when in a full per diem status."

Other (See remarks):

"Alternate means, such as Secured Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objective."

HR – Training and Career Development

DTS Authorizations



Hot Topics

- Funding
- Lodging and per diem at Volk Field and WMA
- Submitting DTS Authorizations NLT 10 business days before trip start date
- Submitting DTS Voucher within 5 days after trip end date
- Obtaining, using and maintaining a GOV CC

“How do I....?”

Current information pertaining to technician training/travel, career development, performance improvement and the telework programs can be found on either the Wisconsin Department of Military Affairs public site at

http://dma.wi.gov/DMA/humanresources/fedhr/resources/training

or by contacting SSgt Heather Ihlenfeldt at heather.r.Ihlenfeldt.mil@mail.mil

HRO-Classification

MSgt Steven Ulrich

Classification

- Key Tasks:
  - Fill requests
  - Position Reviews
  - Hierarchy updates
  - PDs
  - Manning Documents
- Primary POC: MSgt Steven Ulrich, steven.p.ulrich.mil@mail.mil, 608-242-3719
- Other POC: CMSgt Melanie Lange

Hot Topics

- New Amendment guidance released 15Jul15
- MyBiz+ request Hierarchy Assistance Tool released 4Jun15

“How do I….?”

- Find PDs using FASCLASS
  - Identify the PD for the position you’re looking for
  - Link: https://acpol2.army.mil/ako/fasclass/searchfs/search_fasclass.asp

HRO-Information Systems

2d Lt Natalie Huschka

HR Information Systems

- Key Tasks
  - MyBiz+ Portal
    - MyTeam
    - MyPerformance
  - DCPDS (Defense Civilian Personnel Data System)
  - eOPF (electronic Official Personnel Folder)
  - DCPS (Defense Civilian Payroll System)
- Primary POC: 2nd Lt Natalie Huschka, (608) 242-3728, natalie.k.huschka.mil@mail.mil
- Alternate POC: TSgt Zach Pierce, (608) 242-3713, zachary.d.pierce8.mil@mail.mil

Hot Topics

- MyBiz+
  - Shiny & New
- MyTeam
  - Manager Functions (MyTeam)
    - Different look, but same features that were available in MyWorkplace
  - New feature
    - Update My Supervisor/My Team
- MyPerformance
  - New name for PAA
  - Same function/look/challenges

Hot Topics

- DCPDS Permission Requests
  - New Req – Must submit DD2875 current within the last year for any position changes
- New Look of MyBiz+ changed default settings.
  - Supervisors may need to adjust settings to gain access to DCPDS and request personnel actions.
- eOPF to go live to entire technician force 01 Feb 2016*

* Subject to date change

HRO-Staffing

SMSgt Craig Mortvedt

Staffing

- Key Tasks:
  - Advertise Jobs
  - Certify Applications
  - Process Personnel Actions *(Appointments, Reassignments, Promotions, Demotions, Conversions, Extensions, Waivers, Exceptions to Policy)*
  - Provide Guidance & Oversight

- Primary POC: SMSgt Craig Mortvedt, (608) 242-3722, craig.a.mortvedt.mil@mail.mil
- Alternate POC: SGT Gary Barrett, (608) 242-3710, gary.a.barrett7@mail.mil

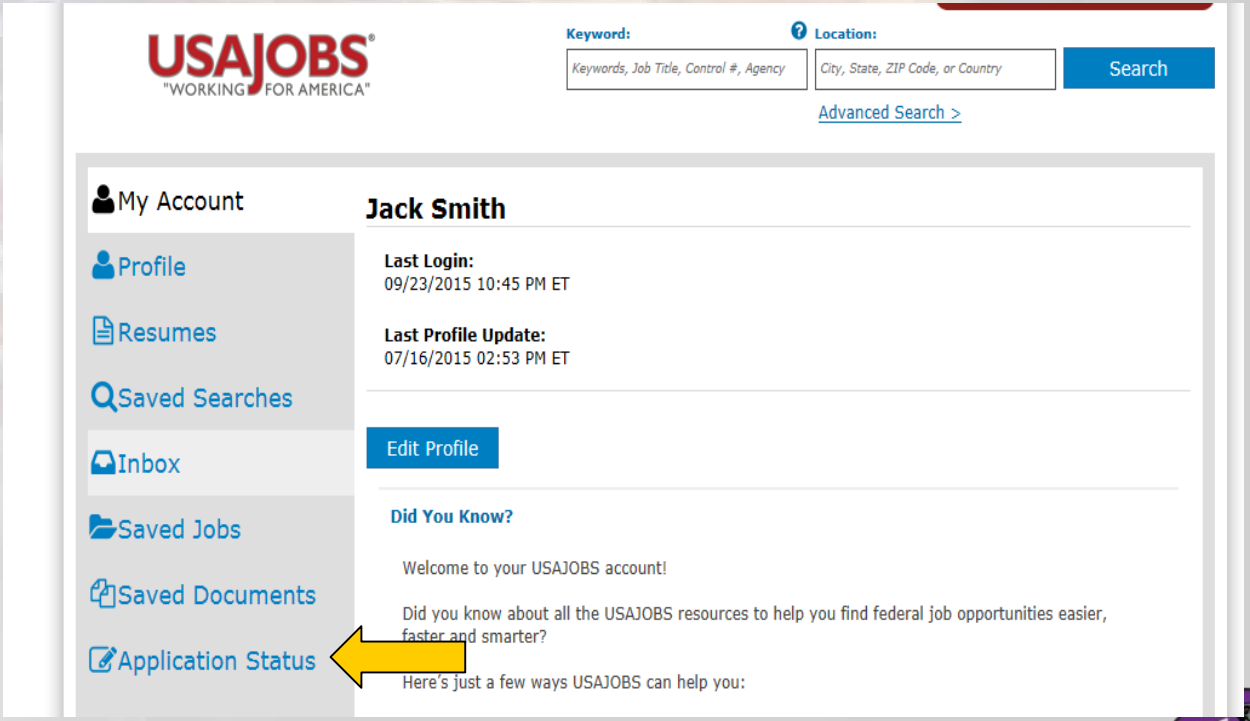
Hot Topics

- OF 306
- Top 3 applicants
- Resumes

“How do I….?”

- ….find out the status of my application after a job has closed?

Simply go to your USAJobs.gov account, application status.
There it will say:
1.Referred(you qualified)
2. Not Referred (you did not qualify)
3.Received(job has closed but applications have yet to be reviewed



HRO-Labor Relations

MSgt Stacy Otwaska

Labor Relations

- Key Tasks:
  - Provide Guidance & Oversight to State Senior Leadership
  - Facilitate and/or Resolve Grievances (issues/complaints)
  - Facilitate Disciplinary and Adverse Actions
  - Negotiation with WI's three ACT Chapters

- Primary POC: MSgt Stacy Otwaska, 608-242-3707, stacy.l.otwaska.mil@mail.mil
- Alternate POC: MAJ Josephine Daniels, 608-242-3716, josephine.a.Daniels.mil@mail.mil

Hot Topics

- Disciplinary & Adverse Actions; Appeals-Administrative Hearing
- Air Collective Bargaining Agreement
- HSPD- 12 / Suitability

“How do I….?”

- Initiate a Grievance or complaint? HRR 771-1 or Applicable CBA
- Initiate a disciplinary or adverse action (supervisor)? TPR 752

no action taken without LRS coordination

- Call: 608-242-3707
- Email: stacy.l.otwaska.mil@mail.ml
- Come In: #228G, JFHQ, 2400 Wright Street, Madison, WI 53704

HRO-SEEM

MAJ Daniel Kahlhamer

State Equal Employment Manager

- Key Tasks:
  - Advisor to State Senior Leadership
  - Military Equal Opportunity Advisor
  - Equal Employment Opportunity Advisor
  - Special Emphasis Program Manager
  - Diversity Program Manager

- Primary POC: MAJ Daniel Kahlhamer, (608) 242-3702, daniel.l.kahlhamer.mil@mail.mil
- Alternate POC: MAJ Josephine Daniels, 608-242-3716, josephine.a.Daniels.mil@mail.mil

Hot Topics

- Sexual Orientation / Gender Identity / Generations
- New NGB Discrimination Complaint Program
- JSS-Diversity (jointservicessupport.org)

“How do I….?”

- Request support or make an inquiry?
- Initiate a complaint?
- Get involved in Diversity and Special Emphasis Programs?

  - Call: 608-242-3702
  - Click: daniel.l.kahlhamer.mil@mail.mil
  - Come In: #237B, JFHQ, 2400 Wright Street, Madison, WI 53704

QUESTIONS?