

Technician Topics

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The purpose of this publication is to disseminate information from the Technician Personnel Office which directly concerns you, the technician, on topics such as new legislation, regulations/directives, requirements and personnel actions. It is important that you read each issue. Should you have any news item you wish to contribute, please submit to the TPO by the 15th of each month.

CURRENT NEWS ITEMS

HEALTH BILL SIGNED. The President signed into law a bill increasing the government's contributions to federal employee health insurance premiums. Federal employees will pay less for their health insurance premiums. Retroactive to 1 Jan, employees will pay 50% of the total health insurance premiums instead of the 60% they had been paying while the government will pay 50% instead of its previous 40% contribution. The new rates are listed below.

BLUE CROSS/BLUE SHIELD

High Option - Self Only	\$ 6.39
Self & Family	15.30
Low Option - Self Only	1.02
Self & Family	2.50

AETNA INSURANCE

High Option - Self Only	\$ 5.03
Self & Family	12.50
Low Option - Self Only	1.49
Self & Family	3.69

RULING IN REGARD TO 1972 PAY RAISE. A recent federal appeals court ruling has declared the three month delay in GS employee pay raise, from October 72 to Jan 73, was not proper and further court action or other resolution of the ruling is still pending. You will be kept advised of the progress on the ruling.

UNITED STATES PROPERTY AND FISCAL OFFICER RETIRES. Colonel Willis R. Hodges, USPFO for Kentucky since January 1957, will be retiring effective 23 February 1974. We wish Colonel Hodges our very best in his retirement and any future endeavors.

APPOINTMENT OF USPFO FOR KENTUCKY. Colonel Edward H. Milburn, formerly of the XXIIIrd Corps Artillery, Louisville, Kentucky has been nominated by the Governor of Kentucky and approved by National Guard Bureau as successor to Colonel Hodges.

PERSONNEL ACTIONS

NEW HIRES. Johnny Jones has been appointed to a technician position at Shewmaker ANG Base, Louisville, Ky.

PROMOTION. Harold O. Loy has been promoted to the position of Staff Administrative Assistant at XXIIIrd Corps Arty.

INCENTIVE AWARDS. Frank B. Albers Jr., Traffic Manager, located at the USPFO has been awarded a Quality Salary Increase per approval of NGB. Congratulations Frank!

JOB VACANCY. The following position is being advertised:

Operations & Training Specialist, GS-0301-11, Job No. 211-02-57, Excepted Service, Officer membership, located at XXIIIrd Corps Arty, Louisville, Kentucky. Closing Date: 25 March 1974.

PUBLICATIONS/DIRECTIVES

Ch 2 KyNGR 690-10 Civilian Personnel, Performance 18 Jan 74
KyANGR 40-351 Evaluation and Rating

Attached is an EXTRACT from TPM 200, NGB, dated 9 Nov 73 concerning Managers and Supervisors.

SUPERVISOR'S CORNER

TECHNICIAN PERFORMANCE RATINGS. Ratings for technicians in grades 1 thru 4 are due during the month of February. Performance ratings for technicians in grades 5 thru 7 are due during the month of May.

EMPLOYEE COMPENSATION CLAIMS. Supervisors are cautioned to correctly fill out all employee compensation forms for submission to this office. The TPO is now required to submit reports reflecting data concerning various types of injuries, number of days absent from work status, etc.

The TPO has received many inquiries regarding status of compensation claims. The U.S. Department of Labor has informed this office that there is no practical way they can notify each state when a claim has been settled.

Instances have occurred where injured technicians have received statements from doctors/hospitals, for services and these individuals have failed to turn the bills in to their supervisor for transmittal to the TPO for forwarding for payment. If claimant fails to submit statements from doctors/hospitals for services rendered and these medical personnel/installations threaten to turn the account over to a collection agency, then the technician has no other recourse but to pay the account himself since he is at fault for not following directives pertaining to prompt submission of forms and bills.

REQUIREMENTS FOR TECHNICIANS GOING ON FTTD, ACDUTRA. Supervisors will ensure that technicians going on FTTD/ACDUTRA for 30 days or longer, will submit an SF 71 with one copy of Special Orders attached and send to the Technician Personnel Office, at least one week in advance of departure date. If technician is going in a LWOP status, an SF 52 will be required. It is essential that these forms be received in the TPO in order to terminate insurance for designated period of absence and for reinstatement of insurance upon return to duty.

SF 71 (SICK LEAVE). Supervisors are cautioned to instruct technicians that they must complete the reverse side of SF 71 (Employee portion) when sick leave is used.

Extracted from TPM 200, NGB, dated 9 Nov 73. The following information is furnished.

1. Managers and Supervisors.

a. Management of the technician workforce is the responsibility of the adjutants general within their respective State jurisdictions and is exercised through the line of supervision. Managers are responsible to the Adjutant General for effective leadership and management of the organizational segments of the technician workforce under their supervision. Managers are responsible for coordinating personnel management, planning and implementation with military commanders to ensure that objectives, policies and actions contribute to the military mission of the National Guard. They are directly responsible for the development and effective utilization of subordinate supervisors, for effective participation in personnel management program planning and evaluation, and for establishing a work environment that will produce positive technician motivation and high performance.

b. Supervisors are an important segment of the management team. They have inherent responsibilities for the direction of the work of others. Included are day-to-day relationships with technicians, personnel management tasks, and training and communication activities that have a significant bearing on obtaining a favorable work environment and high productivity. In addition, supervisors should be delegated the authority to recommend or initially approve formal personnel actions.

c. Technician Personnel Offices cannot perform responsibilities that are properly and logically those of managers and supervisors. Such officials are responsible for developing expertise and understanding in discharging their personnel management responsibilities. They should actively seek assistance of the technician personnel office, not only in terms of individual actions or specific problems, but also on matters of much broader scope, such as developing improved position structures, improving the competence and motivation of the technician workforce through incentives and the identification of training needs, providing and evaluating training and development opportunities, developing future staffing plans, taking into consideration changes in mission and military reorganizations that are forecast; improving communications; and stabilizing employment by insuring promotional opportunities.

2. The Technician Personnel Office. The Technician Personnel Office constitutes the staff element through which each State Adjutant General discharges his obligations for administration of the National Guard technician personnel program and therefore shall be a staff function of the Office of the Adjutant General.