

# Technician Topics

# ANG ARNG

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## CURRENT NEWS

OPEN SEASON - HEALTH BENEFITS. Just a reminder that 30 November 1976 is the dead line for changing options/plans for health benefits. If you need assistance contact your TPO, Phone Number 564-2330.

XMAS HOLIDAY. Since Christmas Day and New Years Day falls on a Saturday, Friday 24 December and 31 December will be Federal Holidays.

COMPENSATORY LEAVE. Supervisors should review compensatory leave balances. When balances exceed 50 hours, employees must be encouraged to use the excess compensatory leave before 8 January 1977 for Army and 1 January 1977 for Air.

## PERSONNEL ACTIONS

NEW HIRES. The following individuals have been appointed as full time technicians:  
STEPHEN D. COLLINS, Plans, Operation & Intelligence Spec at AGO, Frankfort  
LARRY R. MCCAULEY as General Supply Asst at OMS #3 in Lexington  
JOHN R. PEARL to Production Controller at Ky ANG Base, Louisville  
RABON D. ADLER to Acft Electrician at Ky ANG Base, Louisville  
MICHAEL J. WIRTH to Instrument Mechanic at Ky ANG Base in Louisville.

## SEPARATIONS/TERMINATIONS/RETIREMENTS

RONALD W. HAYNES, AST at 203d Gen Support Co, Harrodsburg, Kentucky  
EDWARD E. LANKFORD, Automotive Mechanic at Ky ANG Base, Louisville  
JACK E. GOWAN, Asst Acft Maint Off at Ky ANG Base, Louisville

## PROMOTIONS. Congratulations to the following upon their promotions:

RONALD H. PENN to Hvy Mob Equip Mech at CSMS, Frankfort, JOHN PAUL JONES, General Mechanic Foreman at OMS #2, London, CHARLES C. SEWELL to Hvy Mob Equip Mechanic at CSMS, Frankfort, RONALD K. HARRIS to Opns & Training Spec at Hqs 2/138th Arty in Lexington, JAMES J. SMITH to Accounting Technician at USPFPO, Frankfort and JAMES C. HOOD JR. to Acft Refueling Veh Operator at Ky ANG Base, Louisville.

## INCENTIVE AWARDS. The following technicians are to be congratulated upon receiving Quality Step Increases and Sustained Superior Performance Awards:

QSI: Steven J. Ciukaj, KyANG Base, Louisville; John D. Layman, Ky ANG Base, Louisville; Mary J. Egan, Ky ANG Base and James P. Marks, Ky ANG Base, Louisville.

SSP: Robert E. Blair, OMS #3, Lexington; Nullan W. Burton, OMS #3, Lexington; Hubert W. Elkins, OMS #7, Louisville; Larry W. Tomlinson, OMS #7, Louisville; Richard L. Kennedy, OMS #7, Louisville; Steven A. Schladand, OMS #7, Louisville; John W. Slone, C-201st Bn, Jackson; and, the following technicians from Ky ANG Base in Louisville: William D. Rose; Paul F. Reinhard; Thomas C. Lamb, William E. Marcum, William W. Goatley, John H. Weber Jr., Robert B. Brightwell; Roy L. Adams, Chester R. Knight, George R. Miller, Billy A. Doyle and Hugh M. Carberry.

PUBLICATIONS. The following publications have been revised and distribution made:

Ky NGR 690-1/Ky ANGR 40-335, Excepted Merit Promotion and Related Placement Plan dated 1 November 1976.

Ky NGR 690-9/Ky ANGR 40-714, EEO Complaints Procedures, dtd 30 Jul 1973, is DELETED.

Ky NGR 690-2/Ky ANGR 40-2, Training of Technicians revised 1 November 1976.

TROUBLED EMPLOYEE PROGRAM. Inclosed with your TOPICS are two brochures pertaining to Drug Abuse and Alcohol. You are encouraged to read these inclosures.

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\*\*\*SUPERVISOR'S CORNER\*\*\*

TECHNICIAN PERFORMANCE RATINGS. Technician Performance Ratings (NGB FORM 2) for those technicians in grades 11/above are due during the month of November. It is requested that these performance ratings be submitted to arrive in the Office of the Technician Personnel NOT LATER THAN 6 December 1976.

If a satisfactory rating is given, only the Official Personnel Folder copy should be submitted to the TPO.

TRAVEL VOUCHER OR SUBVOUCHERS. When using DD Form 1351, nine (9) copies must be submitted with DD 1610. Also when requesting travel on DD 1610, if POV is requested, a statement to nonavailability of military sedan must be entered in the remarks section before POV is authorized.

ANNUAL POSITION REVIEWS. The purpose of the Annual Review of all positions is to determine if the major duties of the positions are being performed by the incumbent. Also recommended changes may be submitted to the TPO for approval or forwarding to NGB for consideration. ANNUAL REVIEWS WILL NOT BE USED to re-write position descriptions in order to change the grade of the position. Minor changes to the position description are approved by the TPO and such changes will be made by pen and ink to the position description.

CHANGE OF TELEPHONE NUMBER FOR TPO. As a reminder, the telephone number for your TPO is as follows:

564-2330, 2331, 2332

SUPERVISOR EEO RATING. Reference is made to Para 2-3, TPP 902 regarding the rating of a supervisor. It must include an evaluation of the supervisor's performance in the furtherance of EEO objectives/goals. This rating/statement will be made on the reverse side of NGB Form 2, Technician Performance Rating.