

AGR IN-PROCESSING HANDOUT

OTOT ONLY

One Time Occasional Tour (OTOT) is not a permanent AGR resource. These resources can come and go and will not exceed one fiscal year at a time. OTOTs compete for promotion against M-Day up to E8.

AGR Regulations

National Guard Regulation (NGR) 600-5 / May 2023

Army Regulation (AR) 135-18 / Oct 2019

Technician Status

If previously in technician status consult technician benefits section to ensure AUS packet is worked correctly.

Probation / Reassignment

First three (3) years after your initial start date your probationary period starts. At the end of your probationary period, you will have the option to stay or leave the AGR program. After accepting a new position, you are not allowed to move positions for the first eighteen (18) months. Supervisors can recommend to non-retain.

Pay

AGR pay is ran by USPFO and through HRO, any issues that arise need to be ran through HRO to get resolved correctly. Any changes to pay such as marriage, divorce, or childbirth needs to be brought up so the correct changes can be made. These are done on a DA 5960, that is signed by the Soldier and commander and sent to HRO for processing.

Thrift Savings Plan (TSP)

The Thrift Savings Plan is a Federal Government sponsored retirement savings and investment plan. Becoming AGR will stop your TSP contributions while you transition to the active component (AC) pay system. <https://www.tsp.gov/>

WVNG Federal Credit Union

Free resource located in Charleston, WV. You must apply for a membership – primarily a savings and loan organization. Call (304) 342-2422 for an application.

Leave

Register and submit all leave through FTSMCS LeaveTracker :

<https://ftsmcs.ngb.army.mil/protected/LeaveTracker/>
AR 600-8-10, Military Leave Regulation. Request access as an AGR and the role is based on position.

Retention Control Point

PPOM# 15-017 & ETP dated 2022 June stipulates that a Title 32 AGR Soldier may perform active service to their RCP or to age 60, whichever comes first.

Rank	Years
SPC	12
SGT	16
SSG	22
SFC	26
1SG/MSG	28
CSM/SGM	30

AGR Periodic Physical

WVARNG AMEDD
DD Form 2766 (PHA)
Annual PHA Requirement

AGR Physical Fitness

2 Record ACFT passes per fiscal year
Physical Profile
Line of Duty Injury (LOD)

Awards and Decorations

Eligible to all Army and WVARNG awards

Equal Opportunity

Points of Contact:
SSG Spero, Nicole (304) 561-6558
CPT Watson, Mackenzie (304) 561-6430

AGR IN-PROCESSING HANDOUT

Privacy Act

Information about you and your military career will not be disclosed to anyone for any reasons without prior written or verbal consent. If information is needed i.e. financial loans, by your financial institution, a signed statement by you releasing such information must be submitted to the HRO/AGR section.

Employment Outside AGR Position

Employment outside of your current AGR position requires prior approval through your chain of command to HRO then to Chief of Staff for final approval.

Substance Abuse

As an AGR member you will be subject to random drug testing in accordance with Army regulations. Substance abuse guidance is available contact HRO for assistance.

Legal Assistance

AGR members are entitled to services provide by the JAG offices such as power of attorney, wills, living wills, etc. POC LTC Christopher Applegate (304) 561-6687

Civilian Education

For education benefits, eligibility and enrollment please contact Brian Ellis at (304) 561-6359 or go to: <https://www.armyignited.army.mil/student/public/welcome>

WVEEP - WV Educational Encouragement Program, paid by the state of WV up to 100% of State allowed tuition.

Political Activity

Permissible Activities:

- a. Be candidates for public office in nonpartisan election
 - b. Register and vote as they choose
 - c. Assist in voter registration drives
 - d. Express opinions about candidates and issues
 - e. Contribute money to political organizations
 - f. Attend political fund-raising functions
 - g. Attend and be active at political rallies and meetings
- h. Join and be an active member of a political party or club
 - i. Sign nominating petitions
 - j. Campaign for or against referendum questions
- k. Campaign for or against candidates in partisan elections*
- l. Make campaign speeches for candidates in partisan elections*
 - m. Distribute campaign literature in partisan elections*
 - n. Hold office in political clubs or parties*

*Exception

The following DOD employees (except for Presidential appointees who are confirmed with the consent of the Senate) are prohibited from engaging in the actives described in k. thru n.

1. Employees of the National Security Agency
2. Employees of the Defense Intelligence Agency
3. Career members of the senior executive service
 4. Administrative Law Judges
 5. Contact appeals board member

Prohibited Activities:

- a. Use official authority or influence for the purpose of interfering with or affecting the result of an election
- b. Collect political contributions unless both the collector and the donor are members of the same federal labor organization or employee organization, and the donor is not a subordinate
- c. Knowingly solicit or discourage the political activity of any person who has business with DOD
- d. Engage in political activity while on duty
- e. Engage in political activity while in a federal workplace
- f. Engages in political activity while wearing an official uniform or displaying official insignia identifying the office or position of DOD employee
- g. Engage in political activity while using a government owned or leased vehicle
 - h. Solicit political contributions from the general public
 - i. Be a candidate for public office in partisan elections
 - j. Wear political buttons on duty
 - k. Contribute to the political campaign of another federal government employee who is in the DOD employee's chain of command or supervision or who is the employing authority
 - l. Do not accept gifts
 - m. No political engagements on social media
 - n. Criminal conduct such as substance abuse, sexual assault/harassment, DUI's, or domestic violence will not be tolerated

Need Help with Financial Matters?

MAKE THE MOST OF YOUR MONEY

The Office of Financial Readiness Program offers Personal Financial Counselors (PFCs) to help you and your family manage finances, resolve financial problems and reach long-term goals such as getting an education, buying a home and planning for retirement.

SUPPORT AND COUNSELING SERVICES

- Confidential financial consultations for individuals and families
- Referrals to military and community resources
- Support for service and family members during all stages of the deployment cycle
- Help with credit management and budgeting
- Assistance with navigating benefits
- Advocacy information and support

TRAINING AND WORKSHOPS

- Financial Planning for Deployment
- Developing Your Spending Plan
- Retirement Planning

- Life After Deployment
- Saving and Investing
- Managing Credit and Debt
- Stretching Your Money
- Military Benefits, Pay and Entitlements

- Home Buying and Selling
- Thrift Savings Plan (TSP)
- Taxes
- Security Clearances
- Blended Retirement System (BRS)

Mr. Yabs

304-989-4366 Office

PFC3.WV.NG@ZEIDERS.COM

Free and Confidential

Active Duty
Medical/Dental/Vision Info

Tricare Customer Service (Medical)

Overview & Plan Changes: View plan changes and sign up for email updates - <https://tricare.mil/changes>

Tricare Regions:

East (Our Region, all states not listed below): <https://www.humanamilitary.com/east/>

West: <https://www.tricare-west.com/>

The TRICARE West Region includes the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa (except the Rock Island Arsenal area), Kansas, Minnesota, Missouri (except the St. Louis area), Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Texas (areas of Western Texas only), Utah, Washington, and Wyoming.

Tricare International SOS (Traveling Abroad)

<https://www.internationalsos.com/sectors/understanding-government/tricare>

Specific contact info dependent on location of services. Please refer to above website.

Pharmacy Benefits:

Express Scripts: 1-877-363-1303 - <http://www.express-scripts.com/tricare>

Dental Benefits:

United Concordia (Service Member), 1-866-984-2337 <https://secure.addp-ucci.com/dwaddw/adsm/landing.xhtml>

United Concordia (Active Duty Families), 1-844-653-4061, <https://www.uccitdp.com/>

Vision Benefits:

NOSTRA 1-757-887-7600, <http://www.med.navy.mil/sites/nostra/Pages/default.aspx>

DEERS (Eligibility Issues & Address Changes)

1-800-538-9552 www.dmdc.osd.mil/rsi

Beneficiary Counseling & Assistance Coordinators (BCAC)

<https://tricare.mil/bcacdcao>

WVARNG POC

State TriCare Contractor - Sherry Cantrell 304-561-6606 or sherry.l.cantrell.nfg@mail.mil

Dependent and DEERS Updates - SSG Randall Scott,
304-561-6822 randall.r.scott.mil@mail.mil

Money, Time, and Retirement

Purpose: This is a generic view of a really important and complicated topic, the timing and financial status of your retirement. Each of these talking points are designed to introduce you to the topic. There is not enough information here to plan your life out. There are professionals who specialize in many aspects of building and keeping wealth. The goal is to get you to understand that only, "you can plan for your future." If you don't plan, you will live with less cash when you are old. You are not just planning your life, many of you have others dependent on the choices you make or don't make.

Abraham Lincoln, "You cannot escape the responsibility of tomorrow by evading it today."

- Lifespan?:** The USA National Average lifespan is 78.8 years. As you get older your life span keeps going higher. Yes I know this sounds silly. To see your numbers go to the Social Security Life Expectancy Calculator: <https://www.ssa.gov/OACT/population/longevity.html>
- Military Career?:** Does your State have a 20 and out rule? Do you know when your Retention Control point is? For retirement planning purposes go with the rank you have in the bag versus saying you will get two or three more promotions. The Army Career Tracker website: <https://actnow.army.mil/> Remember that you don't get Basic Allowance for Housing when you are retired and remember your housing allowance is tax free money.
- Taxes:** Taxes are an important part of retirement planning. *Do you know how much earnings it takes to spend 100 dollars?*
 - ✓ **Income Tax:** You need to know what your combined federal and state tax rate is. 2016 Income Tax Brackets. The Federal income tax has 7 tax brackets: **10%, 15%, 25%, 28%, 33%, 35%, and 39.6%**. State Rates: <http://taxfoundation.org/article/state-individual-income-tax-rates-and-brackets-2016> Example: If a person had a marginal 25% federal tax rate and 5.75% State tax then their combined income tax burden would be 30.75% percent. In other words to have \$100 to spend you have earned \$145 dollars.
 - ✓ **Tax Cuts and Jobs Act:** Most people will save on their federal income tax. <https://www.irs.gov/newsroom/tax-reform>
 - ✓ **Military Tax Breaks** from IRS website: <https://www.irs.gov/uac/tax-breaks-for-the-military>
 - ✓ **Payroll Taxes:** This commercial website gives you an estimate: <https://smartasset.com/taxes/income-taxes#3yhvjCDiNh>
- Next Job?:** Don't think you are really retiring when you get your military retirement pay. Think about your next job, and do that about 5 years before your expected military retirement date. This way you can shape your schools and other efforts to be ready for the civilian job market. Remember BAH is not part of civilian pay. This link may be helpful: <http://www.bls.gov/>
- Military Retirement:** Be glad you are serving... The majority of private business have you save for your own retirement. "The best way to predict the future is to invent it." The Army will provide you with the lifetime annuities described below. The question is, "is this enough money to really retire?" For many people contributing to your TSP may make an actual retirement at age 60 possible, otherwise continue working... To see your estimated retirement, go to: <https://myarmybenefits.us.army.mil/PreBuilt/customapps/Retirement/Component.aspx>
 - ✓ Current Retirement (Active Service): 20 or more good years and you get 2.5% per year which equals 50% of the average highest 36 months of pay.
 - ✓ Current Retirement (non-regular or Traditional): Non-Regular Retired pay under the Reserve system is computed by totaling all points earned during a Soldier's career, dividing by 360 (one military year) and then multiplying by 2.5 percent to determine the benefit multiplier. The multiplier is then applied to the Soldier's basic pay rate or "high-36" (36 months) average at the time the retirement request is made. For example, a Soldier who retires after 24 years of service (YOS) with a total of 3,600 points will receive 25 percent of their "high-36" average basic pay for retirement (3,600/360 x 2.5=25%). In 2017 the median ARNG enlisted SFC was 40 years old, had 4,000 points, and had 19 years of service.
 - ✓ **Thinking about getting out?** The key question would be, "How much money do I have to save to replace that military retirement I would be giving up?" Example: in 2016 an AD E7's retirement is worth \$1,044,926.61 if they live 40 years after they retire from the military. To buy \$1M means you would have to save about 3K a month for 20 years (4% rate of return) <https://www.investor.gov/additional-resources/free-financial-planning-tools> To see what today's military AD retirement is worth: <http://militarypay.defense.gov/Calculators/Active-Duty-Retirement/High-36-Calculator/>
- Survivor Benefit Program (SBP):** The default is full coverage. Your spouse has to sign a form if you want to do something less. It costs 6.5% of your retired gross pay before taxes. Your loved one gets 50% of your retired pay.
 - ✓ RC Survivor Benefit Program (RCSBP): You pay two premiums one for gray area coverage, and one for retired coverage. Generally it is a good deal depending on your financial situation. SBP information: [http://myarmybenefits.us.army.mil/Home/Benefit_Library/Federal_Benefits_Page/Survivor_Benefit_Plan_\(SBP\).html?serv=148](http://myarmybenefits.us.army.mil/Home/Benefit_Library/Federal_Benefits_Page/Survivor_Benefit_Plan_(SBP).html?serv=148)

This is not an official government document, it is a DRAFT research tool. craig.r.ekman.civ@mail.mil

Money, Time, and Retirement

7. **TSP:** The thrift savings plan is a good deal. Please consider using it. Retirement income Calculator <https://www.tsp.gov/PlanningTools/Calculators/retirementCalculator.html>
 - ✓ Regular or Traditional TSP: You put away money now up to an annual limit of \$5,500 for an individual and (\$6,500 if you are over 50). <https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-ira-contribution-limits> You can begin drawing at age 59 ½ and you must draw at age 70 ½. Remember Uncle Sam gets taxes as it comes out as income.
 - ✓ **ROTH TSP (Deploying?) Taxed before going in, not taxed coming out. In a tax free duty assignment (no tax).**
8. **House or saving for one?:** For most people buying a house is a good idea.
 - ✓ **Buy a home:** If you are renting this helps you determine what you can afford and what questions to ask. <http://www.consumerfinance.gov/owning-a-home/>
 - ✓ **Mortgage:** If you “plan” when your mortgage is going to be paid off, it increases the odds you will actually retire when you reach the Social Security age threshold. When is your mortgage going to be paid off? If you are living in government housing are you saving for the future house (living situation?) Early payoff calculators are easy to find, but most of them want to sell you a mortgage refinance. http://www.aarp.org/money/credit-loans-debt/mortgage_payoff_calculator/
 - ✓ **Refinancing:** Refinancing is not bad as long as you understand the expenses you are incurring to get the new loan. The key term, related to refinancing, is the breakeven point (when your increased fees are paid off and you now enjoy the reduced payments). <http://www.federalreserve.gov/pubs/refinancings/>
 - ✓ **Renting?** Renting over the long term is OK, if you are setting aside money for when you require “nursing home” type care which is **really expensive**. If you intend to rent, your choice should be modest allowing you to save extra money to replace the equity you are losing by renting versus buying. (Rent vs. Buy)
9. **Social Security:** Today’s standard is that you get Social Security if you have 10 or more years of work. How much you get is based upon how much you have paid. You can begin getting a small amount at age 62, an average amount at age 67, and an above average amount at 70. To estimate how much money you get. <https://www.ssa.gov/begin-est/> In some families the spouse earns less than the main wage earner. Look into, “Benefits for Spouses” <https://www.ssa.gov/oact/quickcalc/spouse.html> .
10. **Veteran’s Administration:** Disability Compensation is not based upon your base pay. It is a set amount for all ranks with service connected ailments. 50% or more to get concurrent receipt, full retired pay plus full VA. A lesser rating is still good because it is tax free, but you have to offset retired pay. The amounts: http://www.benefits.va.gov/COMPENSATION/resources_comp01.asp
11. **Life Insurance:** SGLI? (400K Insurance). I can’t tell you what to do, but do the math so your loved ones are covered if you die. When you retire the SGLI stops 180 days after your last day in uniform. Make this decision PRIOR TO GETTING OUT.
12. **Medical Insurance:** Plan for the future where **you** pay for your health coverage. The traditional Soldier already knows this. The full-timer should pay attention.
 - ✓ **TRICARE:** You are required to purchase Medicare Part B at age 65. <http://www.tricare.mil/LifeEvents/Retiring>
 - ✓ **Affordable Health Care Act:** <https://www.healthcare.gov>
 - ✓ **MEDICARE:** <https://www.medicare.gov/>
13. **Helpful Phone APPs:** There are too many to include a specific link. You should have:
 - ✓ Loan Calculator APP: To know how much that interest is costing you
 - ✓ Phone Scanning APP: You can take pictures of documents and email them to yourself
14. **College Savings (bucket of Cash):** Like any other financial transaction if you save up the money before you buy it, you will probably pay less. Student loans nationally 1.3+ TRILLION. A 529 program for your children may be helpful, <http://www.savingforcollege.com/>

“Don’t call it a dream, call it a plan...”

Unknown

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) IDENTIFICATION LIST

EFMP is a mandatory enrollment program per AR 608-75 that works with military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical and personnel services to families with special needs. EFMP benefits the family by considering medical and special education needs in the military personnel assignment process. An exceptional Family Member (EFM) is an active duty family member (adult or child) with any physical, emotional, developmental or intellectual disorder that requires special treatment, therapy, education, training or counseling.

Common Diagnoses for Enrollment:

- ✓ **ADD/ADHD** (only for patients who take more than one medication, take more than usual therapeutic medication dosages, have a co-existing mental health condition, require counseling by a mental health provider, or require medication management by a psychiatrist)
- ✓ **Allergies** (only if patient requires allergy shots or follow up with allergist more than once a year)
- ✓ **Asthma/RAD** (if scheduled inhaled anti-inflammatory agents or bronchodilators are required, patient has required an emergency room visit for acute flare within the past 12 months, or has been hospitalized for asthma within 5 years)
- ✓ **Autism/Pervasive Developmental Disorders** (all require medical enrollment; may also require educational enrollment)
- ✓ **Autoimmune/Neuromuscular Disorders** (such as Muscular Dystrophy, Lupus, Multiple Sclerosis, Rheumatoid Arthritis)
- ✓ **Cancer** (unless patient has completed treatments, is in remission > 5 years, and is requiring no further follow-up)
- ✓ **Cervical Dysplasia/Abnormal pap Smear** (if patient requires pap smears 2x/year or greater or if requires colposcopy)
- ✓ **Cerebral Palsy or Loss of Mobility** (requiring use of wheelchair, walker, or other aide; requiring PT or OT)
- ✓ **Cleft Lip/Palate** (unless full repair is completed and patient is no longer receiving any services or follow-up)
- ✓ **Developmental Delay** (including those receiving early intervention services, speech therapy, PT, or OT)
- ✓ **Diabetes** (all Insulin Dependent DM; any Non-Insulin Dependent DM requiring frequent or specialist follow-up.)
- ✓ **Requirement for Equipment or Internal Medical Devices** (e.g., g-tube, oxygen, pacemaker, v-p shunt, tracheostomy, wheelchair, hearing aide, insulin pump. Need brand and model number for hearing aids, pacemakers, insulin pumps)
- ✓ **Genetic Disorders/Congenital Anomalies** (e.g., Cystic Fibrosis, Trisomy 21, Hydrocephalus, Spina bifida)
- ✓ **Hearing Impairments/Deafness** (requiring hearing aids or special services.)
- ✓ **Heart Conditions** (congenital and acquired heart disease requiring frequent follow up or cardiology consultation more than yearly)
- ✓ **Inflammatory Bowel Disease** (Crohn's, Ulcerative Colitis)
- ✓ **Immunodeficiency** (primary or secondary, including HIV/AIDS)
- ✓ **Mental Health Conditions** (Anxiety Disorder, Bipolar Disorder, Depression, Eating Disorder, Obsessive Compulsive Disorder, PTSD, Schizophrenia, etc. (All with chronic conditions of greater than 6 months duration must be enrolled if treated with medication or counseling within the last 5 years.)
- ✓ **Premature or High Risk Infants** (requiring pediatrician or higher level care more than once a year)
- ✓ **Sickle Cell Disease/Bleeding disorders** (such as Hemophilia, or requiring frequent or hematology f/u)
- ✓ **Substance Abuse** (Drug/Alcohol)
- ✓ **Thyroid Problems** (Graves or requiring frequent or endocrinology follow up.)
- ✓ **Vision Problems/Blindness** (sight not corrected with glasses or any conditions requiring ophthalmology more than annually)
- ✓ **Children receiving Special Education/Early Intervention** services required per IFSP or IEP). Form DD 2792-1 must be completed by school/early intervention personnel

PLEASE COMPLETE A7415 AND RETURN TO:

AMY LONG - LEAD SOLDIER AND FAMILY READINESS SPECIALIST amy.d.long.nfg@mail.mil



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

William E. Crane
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The Adjutant General

(304) 561-6317
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NGWV-TAG

JUL 07 2021

MEMORANDUM FOR All Personnel

SUBJECT: Civilian Equal Employment Opportunity and Affirmative Employment Plan Policy

1. References:

- a. Equal Employment Opportunity Commission Management Directive 110 (MD 110)
- b. Title 29, Code of Federal Regulation, Part 1614, Federal Sector Equal Employment Opportunity
- c. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, dated 09 February 2004

2. Purpose: The purpose of this policy is to emphasize my total support of Equal Opportunity (EO) programs within the West Virginia National Guard. The Equal Employment Opportunity (EEO) programs ensure our civilian members are provided equal treatment and employment opportunity to be successful, establish the civilian complaint policy, and the Affirmative Employment Program (AEP) in the West Virginia National Guard (WVNG).

3. Policy: It is the policy of the WVNG to provide equal employment opportunity by not tolerating harassment or discrimination on the bases of race, color, religion, sex (pregnancy, gender, and orientation), national origin, age, disability, genetic information, or retaliation. This also applies in connection with reprisal/retaliation for participating in a protected activity. Everyone shares the responsibility for treating one another with dignity and respect. Epithets, jokes, slurs or any other derogatory, harassing or unprofessional behavior will not be tolerated.

a. We prohibit unlawful discrimination in all aspects of our personnel policies, programs, practices and operations, as well as in all working conditions and relationships with employees and applicants for federal employment. We strive to promote the full realization of equal opportunity in employment through programs of affirmative employment and to provide equal employment opportunity for all in the areas of recruitment, hiring, promotion, transfers, reassignments, training, awards, and benefits, at every level of operation within the West Virginia National Guard.

b. Our commitment to affirmative employment and diversity initiatives has been emphasized as a critical element in our performance appraisal system. This will enable managers and supervisors to focus on meeting their delegated responsibility to support the EEO program in a manner that yields results. If all supervisory levels undertake the responsibility of affirmative employment with the same leadership and zeal as other organizational responsibilities, the result

WVNG-TAG

SUBJECT: Civilian Equal Employment Opportunity and Affirmative Employment Plan Policy

should be a system of equal opportunity and equal employment for all. All federal employees are encouraged to discuss EEO related issues with an Equal Employment Opportunity Counselor or the State Equal Employment Manager (SEEM). As leaders they can be used as sounding boards, guides, and mentors in resolving issues.

c. To resolve the matter at the lowest level possible you can contact your Supervisor, Commander or EEO Counselor. Supervisors and Commanders are required to contact the SEEM to discuss resolution as soon as you are aware of an issue even if they are not ready to file a complaint.

d. Any federal employee, former employee, or job applicant who believes s/he was discriminated against, has a right to file an informal complaint (pre-complaint) with the EEO office by contacting an EEO Counselor or the SEEM. Individuals can chose to work toward resolution with the Counselor or ask for mediation. If the complaint of discrimination is not resolved, individuals have the right to file a formal complaint with the SEEM. Individuals have the right to file a complaint without fear of retaliation. Retaliation against any complainant(s) or individual(s) cooperating with an investigation of discrimination will not be tolerated.

e. The AEP requires a strong chain of communication and coordination among all levels of management to reach and achieve the objectives of fulfilling the goal of having all employees contribute to EEO objectives. To this end, West Virginia National Guard managers and supervisors are expected to take an active, ongoing part in promoting and implementing the plan. Periodic evaluations will be conducted to measure program accomplishments, and where imbalances or lack of progress are evident, necessary measures will be taken to remedy the problem.

4. The Joint Forces Headquarters EO/EEO staff stands ready to assist all service members, federal employees, commanders, managers and supervisors throughout the process. Do not hesitate to contact the EO/EEO Office with your questions, to seek assistance in filing a complaint, or to request assistance with the process.

5. Point of Contact for this activity is Ms. Deborah K. Amos, SEEM, at (304) 561-6430 or email Deborah.K.Amos.civ@mail.mil.



WILLIAM E. CRANE
Brigadier General, WVNG
The Adjutant General



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JUL 07 2021

NGWV-TAG

MEMORANDUM FOR All Personnel

SUBJECT: Hazing and Bullying Policy Statement

1. References: Applicability and guidance for this policy comes from Title VII and Title VIII of the Civil Rights Act of 1964, as amended, and implemented by the following:

- a. Army Regulation 600-20, Army Command Policy, dated 24 July 2020
- b. Air National Guard Instruction 36-7, Air Guard Military Equal Opportunity Program

2. Purpose: Purpose: The purpose of this policy is to establish the policy and definition for hazing and bullying in the West Virginia National Guard.

3. Definitions:

a. Hazing is a form of harassment that includes conduct through which Soldiers, Airmen or Civilian employees without a proper military authority or other governmental purpose, physically or psychologically injure or create a risk of physical or psychological injury to others for the purpose of: initiation into, admission into, affiliation with, change in status or position within, or a condition for continued Military membership or employment in the organization. Hazing can be conducted through the use of electronic devices or communications and by other means including social media, as well as in person.

b. Hazing includes, but is not limited to, the following when performed without a proper military or other governmental purpose: any form of initiation or congratulatory act that involves physical striking of another individual in any manner or threatening to do the same; pressing any object into another person's skin, such as "pinning" or "tacking on" of insignia, badges, medals or any other objects; oral or written berating of another for the purpose of belittling or humiliating; encouraging another to engage in illegal, harmful, demeaning or dangerous acts; playing abusive or malicious tricks; branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting; subjecting to excessive or abusive use of water; and the forced consumption of food, alcohol, drugs, or any other substance. Hazing is part of inclusion into the group.

c. Bullying is a form of harassment that includes acts of aggression by Soldiers, Airmen or Civilian employees, with the intent of harming others either physically or psychologically,

without proper military authority or other governmental purpose. Bullying is the exposure of an individual or group to physical and/or emotional aggression with the intent to cause distress or harm. Bullying may involve the singling out of an individual from his or her coworkers, or unit, for ridicule because he or she is considered different or weak. It often is indirect or subtle in nature and involves an imbalance of power between the aggressor and the victim. Bullying can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person.

d. Bullying includes, but is not limited to, the following when performed without a proper military or other governmental purpose: any form of initiation or congratulatory act that involves physical striking another in any manner or threatening to do the same; intimidating; teasing; taunting; oral or written berating of another for the purpose of belittling or humiliating; encouraging another to engage in illegal, harmful, demeaning or dangerous acts; playing abusive or malicious tricks; branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting; subjecting to excessive or abusive use of water; and the forced consumption of food, alcohol, drugs, or any other substance; and degrading or damaging the person or his or her property or reputation. Bullying can be conducted through the use of electronic devices or communications and by other means, as well as in person. Bullying is often used for exclusion from a group.

e. Soliciting, coercing, or knowingly permitting another to participate, solicit or coerce such conduct may be considered bullying. Soldiers, Airmen, or Civilians will be held responsible for an act of bullying even if there was actual or implied consent from the victim, without regard to the Service, rank status, or position of the victim.

f. Hazing and bullying do not include properly directed command activities that serve a legitimate purpose, or the requisite training activities required to prepare for such activities (e.g., administrative corrective measures, extra military instruction, or command-authorized physical training).

4. Policy:

a. Hazing, bullying, and discriminatory harassment of people or their property is prohibited; allegations of harassment will be addressed swiftly, individually, and in light of the circumstances. Hazing, bullying, online misconduct, and other acts of misconduct, undermine trust, violate our ethic, and negatively impact command climate and readiness.


b. There are many time-honored traditions in our Services, but hazing and bullying are not among them and have no place in our force. Hazing involves so called initiations or rites of passage in which individuals are subjected to physical or psychological harm in order to achieve status or inclusion in the organization. Bullying, on the other hand, involves acts of aggression intended to single out certain individuals from their teammates or co-workers, or to exclude them from a military element, unit or organization. Hazing and bullying are unacceptable and are prohibited in all circumstances and environments, including off-duty or in "unofficial" unit functions and settings. The prohibition on hazing and bullying extends to misconduct committed via electronic communications, social media, as well as in the context of in-person interactions

WVNG-TAG

SUBJECT: Hazing and Bullying Policy Statement

and through other means. Social hazing norms thought to be acceptable in the past are no longer acceptable in the West Virginia National Guard.

5. Training must occur at all levels in order to educate prevention and response to hazing and bullying, from the accession point to the assumption of senior leader rank and position. All such training and education will include descriptions of the Military Department hazing and bullying policies and the definitions of both hazing and bullying. In addition, training will differentiate between hazing and bullying and appropriate administrative corrective measures, extra military instructions, and command-authorized physical training. The training must include examples of hazing and bullying behaviors and illustrate how these behaviors negatively impact the mission, as well as information on how to report hazing and bullying incidents, and victim rights and resources.
6. West Virginia National Guard leaders and managers are expected to take an active, ongoing part in ensuring that team building activities do not result in humiliating or degrading actions. All personnel are charged with the responsibility of reporting any behavior they witness that they regard as violent, threatening or abusive.
7. The Joint Forces Headquarters Equal Opportunity staff stands ready to assist all service members, federal employees and commanders throughout the process of addressing complaints of bullying or hazing. Individuals should not hesitate to contact the EO Office with questions, to seek assistance in filing a complaint, or to request assistance with the process.
8. Point of Contact for this activity is Ms. Deborah K. Amos, State Equal Employment Manager, at (304) 561-6430 or email Deborah.K.Amos.civ@mail.mil.


WILLIAM E. CRANE
Brigadier General, WVNG
The Adjutant General



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NGWV-TAG

JUL 07 2021

MEMORANDUM FOR All Personnel

SUBJECT: Military Equal Opportunity and Diversity Policy Statement

1. References: Applicability and guidance for this policy comes from Title VII and Title VIII of the Civil Rights Act of 1964, as amended, and implemented by the following:

- a. Army Regulation 600-20, Army Command Policy, dated 24 July 2020
- b. Air National Guard Instruction 36-7, Air Guard Military Equal Opportunity Program
- c. National Guard Regulation 600-21, Equal Opportunity Program in the Army National Guard, dated 22 May 2017
- d. National Guard Regulation 600-22, National Guard Military Discrimination Complaint System, dated 30 March 2001

2. Purpose: The purpose of this policy is to emphasize my total support of Military Equal Opportunity (MEO) programs within the West Virginia Army and Air National Guard. The MEO program ensures military members of the West Virginia National Guard (WVNG) are provided equal treatment and employment opportunity to succeed. It is a Commander implemented program intended to not only ensure personnel are individually valued and given equal opportunity, but to also enhance unit cohesiveness, military readiness, and mission accomplishment.

3. Policy: It is the policy of the WVNG to provide military equal opportunity based on qualification, merit, and fitness without regard to race, color, religion, sex (pregnancy, sexual orientation, and gender identification). This also applies to harassment in connection with reprisal/retaliation for participating in a protected activity. Everyone shares the responsibility for treating one another with dignity and respect. Epithets, jokes, slurs or any other derogatory, harassing or unprofessional behavior will not be tolerated.

4. In accordance with reference above, any uniformed service member who believes that he or she has been discriminated against has the right to file an informal complaint by contacting an Equal Opportunity Advisor (EOA) or the State Equal Employment Manager (SEEM). If the complaint of discrimination is not resolved, service members have the right to file a formal complaint with the SEEM. Service members also have the right to file a complaint without fear of reprisal. Reprisal against any complainant(s) or individual(s) cooperating with an investigation of discrimination will not be tolerated.

5. Commanders will:

a. Identify unlawful discriminatory practices affecting military personnel, contact the SEEM for tracking and guidance, work with the SEEM to initiate unbiased investigations, act promptly to initiate corrective action on substantiated complaints, work toward resolution with the complainant and SEEM, provide follow-up, and feedback throughout problem resolution.

b. Take appropriate action to prevent incidents of intimidation, harassment and/or reprisal against individuals who file an MEO complaint.

c. Ensure personnel are fully aware of procedures of obtaining redress of complaints, including those against members of the chain of command. Procedures will be in writing and prominently displayed.

d. Conduct a command climate survey within 120 days of assuming command and annually thereafter. No later than 60 days after completing the survey, the Commander will provide feedback to the unit on the results. The survey reports, action plan and out brief must be sent to the SEEM for tracking and retention.

e. Foster and maintain positive command climates. A positive command climate is an environment free from personal, social, or institutional barriers that prevent Soldiers and Airmen from rising to the highest level of responsibility for which they are qualified. Soldiers and Airmen are evaluated on individual merit, performance, and potential. The evaluations of commanders will include an assessment of their compliance with MEO policy.

f. Ensure adherence to Equal Opportunity principles for opportunity, development, rewards, promotions, assignments, and training.

g. Annually ensure unit training requirements are met for EO, Hazing and Bullying, and the No FEAR act.

6. All Uniformed Service Members are encouraged to discuss EO related issues with EOAs or Equal Opportunity Leaders (EOLs). As trained practitioners they can be used as sounding boards, guides, and mentors in resolving issues. If for any reason an EOA or EOL cannot be contacted, service members are always encouraged to contact the SEEM.

7. Persons engaging in, or condoning, inappropriate behavior will be dealt with swiftly and appropriately. Each member of our organization has the right to work in a diverse, hostile-free work environment. A work environment that appreciates individual differences and contributions greatly improves mission readiness. Members of the WVNG deserve to be evaluated on merit and given an equal chance in all competitive circumstances. The success of our EO program depends upon every member of our organization. The environment of equality that we maintain significantly contributes to the fair selection, motivation, and dedication of our military members.

8. The Joint Forces Headquarters EO staff stands ready to assist all service members, federal employees and commanders throughout the process. Do not hesitate to contact the EO Office with your questions, to seek assistance in filing a complaint, or to request assistance with the process.

WVNG-TAG

SUBJECT: Military Equal Opportunity and Diversity Policy Statement

9. Point of Contact for this activity is Ms. Deborah K. Amos, State Equal Employment Manager, at (304) 561-6430 or email Deborah.K.Amos.civ@mail.mil.

A handwritten signature in black ink that reads "William E. Crane". The signature is written in a cursive style with a large initial "W".

WILLIAM E. CRANE
Brigadier General, WVNG
The Adjutant General



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NGWV-TAG

JUL 07 2021

MEMORANDUM FOR All Personnel

SUBJECT: Prevention of Sexual Harassment Policy Statement

1. References:

- a. Army Regulation 600-20, Army Command Policy, dated 24 July 2020
- b. Air National Guard Instruction 36-7, Air Guard Military Equal Opportunity Program
- c. Equal Employment Opportunity Commission Management Directive 110 (MD110)

2. Purpose: The purpose of this policy is to establish the policy and definition for Prevention of Sexual Harassment in the West Virginia National Guard (WVNG). Sexual harassment will not be tolerated. All Commanders and Supervisors are expected to watch for any behaviors that may indicate sexual harassment and take immediate and appropriate actions to stop sexual harassment.

3. Definition: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Both victim and the harasser can be either a female or a male, and can be the same sex. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

a. The goal of the West Virginia National Guard is to promote a workplace that is free of sexual harassment. Sexual harassment destroys teamwork, adversely affects morale, and degrades unit readiness; it is unlawful and will not be tolerated or condoned in any form.

b. The West Virginia National Guard takes allegations of sexual harassment seriously and will respond promptly to sexual harassment complaints. This organization will take appropriate action where it is determined that such inappropriate behavior has occurred and will act swiftly to eliminate the conduct. Without question, any form of reprisal against the complainant(s) or individual(s) cooperating with an investigation of sexual harassment will not be tolerated.

c. Complainant is encouraged to attempt one or more of the following techniques when dealing with sexual harassment:

(1) The Direct Approach to inform the harasser and tell him/her what behavior is offensive and unwanted and that it must stop.

(2) The Indirect Approach by sending a letter to the harasser stating the facts of the offense.

(3) ~~The Third Party Approach~~ by requesting assistance from another person.

(4) Report to the Chain of Command if you are wanting to address it at the lowest possible level. Commanders are required to contact the State Equal Employment Manager (SEEM) for any sexual harassment or discrimination complaints to discuss resolution as soon as they are made aware of an issue even if a complaint is not being filed at this time.

d. Individuals have the right to file a complaint by contacting any of the following individuals: the State Equal Employment Manager (SEEM), an Equal Opportunity Advisor (EOA) for military, or an Equal Employment Opportunity Counselor (EEOC) for civilians.

e. The SEEM has primary responsibility for this policy. The SEEM, in coordination with the unit EOAs, EOLs, and Counselors, will ensure Subordinate Major Commands/Wing/Directorates compliance with training requirements.


f. Prevention and bystander intervention are the best tools to eliminate sexual harassment in the workplace. This is not just a leadership issue, it is a form of misconduct that requires personal awareness and immediate attention of every federal employee, manager, supervisor, Commander, Soldier and Airman. The negative impact on the morale, productivity and readiness of our personnel cannot be overstated; the prevention of sexual harassment is vital.

4. General harassment does not have to be of a sexual nature and can include offensive remarks about a person's gender. For example, it is illegal to harass a woman (applicant or employee) by making offensive comments about women in general.

5. Sexual Assault differs from sexual harassment in that it is a crime and is defined by intentional sexual contact. Sexual assault is under the Sexual Assault Prevention Response (SAPR) program and does not fall under EO.

6. The Joint Forces Headquarters EO/EEO staff stands ready to assist all service members, federal employees, commanders, managers and supervisors throughout the process. Do not hesitate to contact the EO/EEO Office with your questions, to seek assistance in filing a complaint, or to request assistance with the process.

7. Point of Contact for this activity is Ms. Deborah K. Amos, State Equal Employment Manager, at (304) 561-6430 or email Deborah.K.Amos.civ@mail.mil.


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AUG 28 2023

NGWV-TAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NGWV-TAG-JP-23-005 Equal Opportunity & Equal Employment Opportunity Policy

1. References:

a. Chief National Guard Bureau Manual (CNGBM) 9601.01 (National Guard Discrimination Complaint Process), 25 April 2017

b. Equal Employment Opportunity Commission Management Directive (MD) 110 (Federal Sector Complaints Processing Manual), 5 August 2015

c. West Virginia Military Authority Personnel, Policies, and Procedures Manual, Section 15, Workplace Harassment Policy, July 2017

2. The proponent for the policy is NGWV SEEM.

3. This policy is effective immediately and remains in effect until rescinded or superseded. This policy supersedes NGWV-TAG Civilian Equal Employment Opportunity and Affirmative Employment Plan Policy dated 7 July 2021 and NGWV-TAG Military Equal Opportunity and Diversity Policy Statement dated 7 July 2021.

4. Applicability. This policy applies to all West Virginia National Guard (WVNG) personnel.

5. I am committed to ensuring that every member, employee, and applicant of the WVNG is treated with dignity and respect in a manner free from discrimination and harassment. All personnel are entitled to a work environment that provides opportunity for individual growth and development. Equal Opportunity (EO) and Equal Employment Opportunity (EEO) are basic human rights supported by law and are mission essential. EO/EEO principles will be integrated into all personnel management processes to guarantee fair and equitable treatment. Decisions affecting employment, development, advancement, and treatment of military members and employees of the WVNG must be made without regard to race, color, national origin, religion, and sex (including gender, gender identity, sexual orientation, and pregnancy) and without reprisal. Department of Defense civilian employees are further protected against discrimination on the bases of age (40 years or over), disability, and genetic information.


NGWV-TAG

SUBJECT: NGWV-TAG-JP-23-005 Equal Opportunity & Equal Employment Opportunity Policy

6. Discrimination or harassment by anyone affiliated with the WVNG will not be tolerated. Allegations of discrimination or harassment will be promptly addressed and resolved. No WVNG members will be discouraged from filing a complaint or should fear retaliation/reprisal for participating in a complaint. If you feel that you or others within the organization have been subjected to discrimination or harassment you are encouraged to discuss the matter immediately with your supervisor, commander, or Equal Opportunity (EO) representative. EO representatives are trained to assist and advise on EO policies and procedures. I expect members and employees of the WVNG to be aware of expected behavior, methods of reporting discrimination actions, and how to identify and prevent discrimination and harassment.

7. EO representatives include EO Advisors (EOAs), EO Directors, Equal Employment Opportunity (EEO) Counselors, EO/EEO Specialists, EO Leaders (EOLs), and the State Equal Employment Manager (SEEM). Contact the SEEM to request a current list of WVNG EO representatives.

8. Point of contact for this memorandum is CPT Mackenzie N. Watson, State Equal Employment Manager, at (304) 561-6430 or mackenzie.n.watson3.mil@army.mil.


WILLIAM E. CRANE
Major General, WVNG
The Adjutant General

DISTRIBUTION:
WVNG List "A"



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NGWV-TAG

NOV 09 2022

MEMORANDUM FOR West Virginia National Guard

SUBJECT: WVNG Command Policy, Inclusion and Diversity

1. References:

a. Secretary of the Army Correspondence (Subject: Army Diversity, Equity, and Inclusion Policy), 30 March 2020

b. National Defense Authorization Act (Section 529, Strategic Plan for Diversity and Inclusion), FY 2020

c. Chief of the National Guard Bureau Instruction 9651.01 (National Guard Diversity and Inclusion), 20 August 2018

d. Executive Order 13583 (Establishing A Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce) 18 August 2011

e. Equal Employment Opportunity Commission, Management Directive (MD) 715, 1 October 2003

2. The Chief of the National Guard Bureau's Diversity and Inclusion mission is to develop and implement a strategy that contributes to mission readiness while transforming and sustaining the National Guard as a national leader in Diversity. To accomplish this mission, it is imperative the West Virginia National Guard fosters an inclusive work environment that appeals to Soldiers and Civilians who have extraordinary talents, innovative ideas, and who represent different generations and cultures as reflected in our American and West Virginia society.

3. Inclusion is defined as the process of valuing and integrating each individual's perspectives, ideas and contributions into the way an organization functions and makes decisions: enabling workforce members to contribute to their full potential in focused pursuit of organizational objectives.

4. Diversity is defined as all the different attributes, experiences, cultures, characteristics, and backgrounds of the Total Force which are reflective of the Nation we serve and enable the Guard to deploy, fight, and win.

NGWV-TAG

SUBJECT: WVNG Command Policy, Inclusion and Diversity

5. The West Virginia National Guard is fully committed to maintaining an inclusive, diverse, and equitable work environment. Our "One Guard" is strong because of the men and women who serve. Therefore, it is our policy to prevent and eliminate potential barriers to equal opportunity, equal employment opportunity, recruitment, accession, retention, promotion, and professional development. In doing so, our Inclusion & Diversity Program implements strategies and best practices to gain maximum benefits of highly skilled professionals for current and future operations.

6. For additional information, please contact the West Virginia National Guard Joint Diversity Executive Council at 304-561-6430.

7. This policy supersedes any previous memorandum on this subject, and is effective until it is superseded or rescinded.



WILLIAM E. CRANE
Major General, WVNG
The Adjutant General



TRICARE Your Military Health Plan



Active Duty

Tricare Prime Remote - Tricare Prime Remote provides healthcare coverage through civilian providers for active duty members, activated guard & reserve members, retirees, and families on remote assignment. You must live AND work more than 50 miles or approximately one hour's drive time from the nearest Military Treatment Facility. Tricare Prime Remote is offered in the 50 United States only.

- ☞ If you're on active duty, you have to enroll if you live and work in a remote area. Call 800-444-5445 to enroll in TPR.
- ☞ You'll get most care from your Primary Care Manager (PCM)
- ☞ You have to select a PCM in your area
- ☞ PCM refers you to specialists for care he or she can't provide
- ☞ PCM works with your regional contractor for referrals/authorization
- ☞ PCM helps find a specialist in the network
- ☞ PCM files claims for you
- ☞ No out-of-pocket costs for any type of care as long as care is received from your PCM or with a referral.
- ☞ You can find a list at www.humanamilitary.com. Select "Find Care", Choose "PCM", Choose "TPR" as the beneficiary category and "Primary Care Manager" as the type. You can then pull up a list of all TRICARE network providers within your area. If you need assistance, please email or call Sherry Cantrell.
- ☞ Care received without a referral is subject to point-of-service fees.
- ☞ Family members can choose to enroll in TRICARE Select.
- ☞ The pharmacy benefit is included but requires enrollment with Express-Scripts. Contact 1-877-363-1303.
- ☞ Dental Care for Service members is through United Concordia. **Prior to getting care** the member **must** contact United Concordia at www.addp-ucci.com or call 1-866-984-2337 and obtain an **Authorization Control Number**.
- ☞ Vision coverage includes one annual routine eye exam with a network provider. Glasses or contacts are not included. Additional vision insurance can be purchased at www.benefeds.com through FEDVIP

Dependents of Active Duty Members

Family members of activated Guard/Reserve members in remote locations can choose between TRICARE Prime Remote and TRICARE Select Program.

Tricare Select - Tricare Select provides the most flexibility to eligible beneficiaries and is automatic for family members. It is a fee-for-service option that lets you see any authorized provider.

- 📖 Schedule an appointment with any TRICARE-authorized provider.
- 📖 Referrals not required
- 📖 You won't receive a TRICARE wallet card when using TRICARE Select. All you need is your military ID as proof of coverage.
- 📖 **TRICARE Select has a \$1000 annual catastrophic cap for sponsors (and family members) who entered the service before 1/1/2018.**
- 📖 **Deductibles: E1-E4 \$50 per individual and \$100 per family
E5 & above \$150 per individual and \$300 per family**
- 📖 For information on **copays** for the TRICARE Select Program and costs for service members (family members) entering service after 1/1/2018, please visit <https://tricare.mil/Costs/Compare>
- 📖 Tricare Prime Remote requires you to call 1-800-444-5445 and request enrollment for your family.
- 📖 Family members always use sponsor's social security number for billing purposes.
- 📖 Children under age 10 should have their own ID card when in the custody of a parent or guardian who is not eligible for TRICARE or who is not the custodial parent after a divorce.
- 📖 Vision Insurance can be purchased through www.benefeds.com
- 📖 Dental Coverage is NOT included for Family Members. Dental Care for Family Members can be purchased through United Concordia at www.tricare.mil or call the TRICARE Dental Program at 1-844-653-4061.

Who to Call for Help and Information

📖 **Sherry Cantrell**
304-389-4152
sherry.l.cantrell.nfg@army.mil

📖 **Mandy Hatfield**
304-545-5786
Amanda.m.hatfield3.nfg@army.mil