

# HRO Insights

## Special points of interest:

- State Employee Information
- Performance Management Appraisal Dates
- HRO In and Out Processing Guidance

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## Volume 3, Issue 2

01 January 2026

## Key Dates

- Upcoming Training

### Federal Performance Management Training (Completing an Appraisal)

February 4th, 2026, 0930-1100 Location: TBD

Sign up Link: <https://forms.osi.apps.mil/r/jwj2KQH2U9>

### NG Supervisor Training

The course is currently being updated and re-vamped. As soon as this is completed, training dates will be announced.

Link: <https://forms.osi.apps.mil/r/bnghbxCGKx>

### HRO Local Training Requests

Training courses are available or use this form (see link) to submit a specific training request

Link: <https://forms.osi.apps.mil/r/bnghbxCGKx>

## JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

## MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## HRO Training Information

If you require travel, we are still you using the technician travel ETP memo to get travel approved. This must be completed and approved before you create your authorization in DTS. Travel budget is sparse this year and only travel that has been designated priority one is going to get funded.

- **Are there things you want to see that we haven't added? Let us know how we are doing! Click [COMMENT S CARD LINK](#) to provide feedback.**

## Army AGR News

As we continue navigating the impacts of the Continuing Transformation Initiative (CTI) and the evolving guidance from the National Guard Bureau (NGB), our organization faces ongoing challenges in filling vacancies across the AGR force. These constraints, both in authorizations and processing timelines, have created friction points that are felt across every formation. Leadership remains actively engaged with NGB to ensure our requirements are understood and to advocate for timely solutions, but the reality of delayed actions and shifting priorities continues to influence our hiring decisions.

In the current environment, each vacancy requires deliberate review. Determining which positions will be filled, and which organizations receive first priority, has become a strategic effort involving constant coordination across MSCs and directorates. Our aim is to maintain operational readiness while distributing manpower in the most equitable and effective way possible.

One positive trend within the AGR community has been the open communication from those considering retirement. While we do not yet know the final outcomes of all individual retirement decisions, these voluntary transitions may reduce the need to conduct an AGR Selective Management Board (ASMB). If the required end-strength adjustments can be met through natural attrition and voluntary actions, the organization can avoid the more disruptive impacts of a board-ed process.

We recognize that this changing environment creates uncertainty. Our team is working proactively to stay ahead of emerging requirements, anticipate upcoming changes, and keep the force informed. Throughout this process, your flexibility, professionalism, and patience have been invaluable. Thank you for your continued commitment to our team, our readiness, and the mission of the Idaho Army National Guard.

If additional guidance or adjustments are required, we will share updates as soon as they are available.

AGR Branch Chief CW4 Ryan Kohlbecker 208-272-4211; Enlisted AGR Manager ISG Nichole Sisk 208-272-4215; AGR Staffing NCO SFC Juriana Moore 208-272-4214

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## Air AGR News

### Navigating Career Transitions: Staying Connected Through Tech and AGR Status

One of the unique aspects of serving in the IDANG is the ability for Airmen to transition between Tech & AGR status throughout their careers. These transitions provide flexibility & opportunity, but they also require deliberate attention to ensure benefits, entitlements, & personnel records remain accurate.

Whether moving from Tech to AGR, returning to Technician status, or preparing for a future transition, it is critical to maintain open & consistent communication with your career managers. Each status change can impact pay, retirement points, leave, medical benefits, & other entitlements. Early coordination helps prevent unintended gaps & ensures you receive the benefits you have earned.

In addition to transition planning, Airmen are strongly encouraged to conduct a personal records review at least once a year. Reviewing your records regularly allows you to identify discrepancies early—before they become complex or difficult to resolve. If issues are discovered, timely correction can help avoid long-term impacts to career progression, retirement eligibility, or benefits.

Your career managers, personnelists, & leadership are here to help guide you through these processes. Proactive communication & routine record checks are simple but powerful steps you can take to protect your career & ensure a smooth transition at every stage of service. Staying informed, engaged, & proactive helps ensure your service to the IDANG is supported with the accuracy & care it deserves.

Air AGR Manager: MSgt Cora L. Gempler (208) 422-3344/ [cora.gempler@us.af.mil](mailto:cora.gempler@us.af.mil)

## Federal Employee News—Performance Management

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Happy New Year! Can you believe it's 2026? The new year brings new changes to the performance management program. As most of you already know, this year the rating cycle is changing to align with the new fiscal year. You read that correctly, October 1<sup>st</sup>, 2026 will be the start of the 2027 rating cycle. Which means we could potentially see an extension of our current rating cycle (currently April 1, 2025-March 31<sup>st</sup>, 2026) or we could potentially have another small rating cycle period (April 1<sup>st</sup>, 2026-Sept 30<sup>th</sup>, 2026). Still no word or official announcement yet but stay tuned.

With the new rating cycle will also come new progress review requirements. Currently, everyone must have at least 1 progress review during the rating cycle. It now will be required to have 3 progress reviews during the rating cycle. Again, we are just waiting for the official word, so we are working feverishly to help get everyone ramped up for the upcoming changes.

With that being said, let's finish this rating cycle strong. Everyone should have an approved performance plan created, approved and signed. Everyone should have at least 1 progress review completed as well.

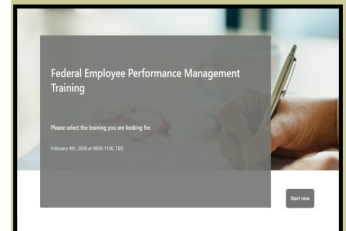
Now that it's January, you probably have had some time to reflect on what you have accomplished during the rating cycle. We know it's hard to keep track or remember all the great things you have done throughout the year and rating cycle. Did you know on the "MyPerformance Main Page" in MyBiz there is "My Journal" tab where you can write in or list all of your accomplishments? That way you don't have to try to remember everything you did throughout the rating cycle when reviewing your performance plan with your supervisor during a progress review or an appraisal. Just copy and paste out of your journal and add it into the employee input area. 2026 will also bring new and improved performance plan, progress review and appraisal update reports.

If you are a "Rating Official" here are some helpful reminders to be prepared for this years' performance plans, progress reviews and appraisals.

- Check your hierarchy in MyBiz+ and if it's not showing correctly submit an SF52 Supervisor Hierarchy Change to HRO inbox [ng.id.idarng.mbx.idarng-sf52@army.mil](mailto:ng.id.idarng.mbx.idarng-sf52@army.mil)
- When creating a performance plan make sure dates are correct: Appraisal Period Start Date: **01APR25**, Appraisal Period End Date: **31MAR26**, and Appraisal Effective Date: **01JUN26**.
- **Dates are subject to change once we move to fiscal year rating cycle**
- Performance plans must have Mandatory Elements for Employees.
  - **Element 1 – Safety, EO and EEO**
- Performance plans must have Mandatory Elements for Federal Technician Supervisors.
  - **Element 2 – Workforce Management**
  - **Element 3 – Supervisory Requirements, Performance Management and Employee Development**
  - **Element # – Holding Employees Accountable**
  - **Element # – Holding Employees Accountable (Continued)**
- Changing from 1 progress review to 3 progress reviews with each employee during the rating cycle.

Reminder: Completing Performance Appraisal Training will be held February 4th, 2026. Reserve your seat <https://forms.osi.apps.mil/r/jwj2KQH2U9>

If you have any questions or need assistance, please contact the Performance Management/Incentive Awards Program Manager Mr. Brad Ledbetter (208) 272-4212 [brad.k.ledbetter.civ@army.mil](mailto:brad.k.ledbetter.civ@army.mil)



# Federal Technician In and Out-Processing

Why is it important to out-process and in-process with HRO? We want to ensure there are no issues with your pay, TRICARE, FEHB, TSP loans, buybacks, or incur any debt that may arise if you don't properly out-process or in-process with your HR specialist. Below are some important steps you and your supervisor must follow to help alleviate any problems.

## OUT PROCESSING

Out-processing allows you to make crucial elections regarding your federal benefits. You can get guidance on how your Federal Employees Health Benefits (FEHB), Federal Employees' Group Life Insurance (FGLI), and Thrift Savings Plan (TSP) will be affected.

### What to bring:

**ORDERS:** This is the most critical document. Bring several copies of your official orders for activation or deployment. This initiates the entire out-processing procedure. Your benefits can be affected by order type and authority codes so HRO needs to have a copy of the original orders, not a draft copy.

**USERRA CHECKLIST:** As soon as you have your original orders, contact your HRO representative. They will provide you with a specific out-processing checklist for your location and situation. Failure to fill out and submit the USERRA checklist within 30 days from absent date will result in no changes to benefits which can result in unwanted debts and other pay issues.

**SF 52:** Your supervisor will initiate a key form, the SF 52 (Request for Personnel Action), to place you in a "Leave Without Pay - Uniformed Service (LWOP-US)" or "Absent-US" status. While this is your supervisor's responsibility, being aware of it helps you understand the process. Supervisors also be aware that it is imperative to understand if your employee is in technician or AGR status. AGR status will require an additional Absent-US to be submitted when the orders end so that HRO can change the order status from exempt to non-exempt to properly annotate USERRA time correctly.

**TSP:** If you have a TSP loan, going on orders will allow a technician to "pause," or "suspend" loan payments until they are returned to duty. Paperwork will need to be submitted (TSP-41) to stop loan payments. This step is identified during out-processing. Make-up and retro contributions are also available so that technicians do not lose out on TSP contributions while they are on orders. Paperwork will be filled out during in-processing.

## IN-PROCESSING

In-processing with HRO is your direct path to restoring your pay, protecting your benefits, and securing your long-term career success.

**Formal Job Restoration (USERRA)** While the Uniformed Services Employment and Reemployment Rights Act (USERRA) guarantees your right to return to your job, in-processing is the administrative action that officially documents your return to duty in your technician position.

**Restoration of Pay.** This is the most immediate benefit. You cannot be returned to a technician pay status until you have officially in-processed with HRO. Prompt in-processing means your civilian pay and allowances are reinstated without delay.

**Reinstatement of Benefits** Your in-processing appointment is where you will re-elect or confirm your Federal Employees Health Benefits (FEHB) and Federal Employees' Group Life Insurance (FGLI). Missing this step can lead to a lapse in critical health and life insurance coverage for you and your family. If technician is using TRICARE health benefits, then a TAMP Waiver must be

## Federal Technician In and Out-Processing (cont.)

signed to suspend FEHB automatic re-instatement. The TAMP waiver allows a technician to continue to use TRI-CARE for an additional 180 days after the end of their orders.

**Leave and Attendance:** HRO will restore your prior sick and annual leave balances. Additionally, under USERRA, you could be entitled to 5 days of excused absence upon your return, which HRO will process for you, known as presidential leave. This benefit is granted based on order type and authority code.

**Retirement & Service Credit.** Your time on active duty is valuable for your civilian retirement. HRO will provide the forms and guidance needed to make a military deposit, which allows you to "buy back" your active duty time so it counts toward your FERS retirement eligibility and calculation. Bring a copy of your DD214 to verify service and start the buyback process.

**SF-52:** If employee is returning to technician status, then we need an RTD SF52 submitted. If the technician is planning on utilizing USERRA rights and wants to return to work later, then the supervisor will need to submit an LWOP SF 52 with the appropriate return to duty date. Authorized LWOP time for a technician is based on length of orders.

**TSP- Retro and make-up contributions** require technicians to provide their LES's to prove they were contributing to TSP on military side. We need all the LES'S from the time of the AUS up to the RTD date. TSP loan payments will re-start if you had a TSP loan.

Any questions, please contact Michael Whittier, HRO Retirement Specialist, at 208-272-4225 or email : [michael.w.whittier.civ@army.mil](mailto:michael.w.whittier.civ@army.mil) or Performance Management/Incentive Awards Program Manager Mr. Brad Ledbetter (208) 272-4212 [brad.k.ledbetter.civ@army.mil](mailto:brad.k.ledbetter.civ@army.mil)

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## Who Gets Your Money

Every year comes with many changes. Some of the finer details are easy to overlook, and your beneficiary forms are one of them.

If you had a major change in life this past year, such as marriage, divorce, a new child, etc., it is important to ensure that your estate goes where you want. Remember that these beneficiary forms will supersede your Last Will and Testament and the goal is to prevent any unexpected surprises.

It's important to note that these forms are optional, so not all employees will have these on file. However, if you are interested in assigning beneficiaries, you can do so at any time.

The SFI 152 will dictate who receives your unpaid compensation. This is your final paycheck, any cash awards that may be owed and your annual leave payout.

For FERS covered employees, you may also need to review your SF3102 for your FERS retirement account, the TSP-3 for your TSP account holdings and of course your SF2823 for your Federal Employee Group Life Insurance (FGLI) beneficiaries.

These forms will remain in your eOPF and can be updated at any time.

For more information, reach out to the HRO Benefits specialists, Colton Pasto, (208) 272-4560 or [colton.l.pasto.civ@army.mil](mailto:colton.l.pasto.civ@army.mil) or HR Awards Specialist at (208) 272-4212.

## Applying for Federal Jobs

“IDNG wants to see you succeed! In order to ensure the best chance is given to you as the applicant, a few tips and tricks are listed to help you stand out. With recent adjustments to USA Jobs and the approved length of the resume, it can be tricky to highlight a career full of experience.

When choosing which job to apply for, ensure you read the announcement in full and compare your knowledge and experience to the requirements listed, if you find that you meet most or all of the criteria, send in that application!

We encourage you to apply and not disqualify yourself beforehand. Subject matter experts are trained to review applications, answer questions and weed out un-qualified applicants. Spend time on perfecting your resume for the specific interest you may have.

1. 2 pages max is the current approved length of the resume.
  - A. Cater your resume to the field you are most interested in or most qualified for
    1. Ex: Mechanic position will not be interested in clerical experience at McDonalds – include the time spent there but do not elaborate on experience
    2. Ex: Mechanic position WILL be interested in vehicle maintenance at Les Schwab – include in depth responsibilities and experience, focus on trained tasks
    3. Supply all training certificates that prove you have special qualifications

2. If you are unsure about anything related to the job posting, there is a point of contact listed for each position, it is our job to help you understand your best chance at landing and interview and a job in the IDNG, ask those questions!

There are many resources available to help with building your resume, in the military we are authorized to use AI resources that will build the perfect resume! Lean into these online sources to help create a perfect resume with the experience, knowledge and desire you have to work within the Idaho National Guard.

## Updated FWS/GS Pay Tables

### FWS Update– WG/WL/WS

**MyBiz will be unavailable from 8 to 16 January 2026 while the system process.**

DCPAS published new pay tables for the FWS force on 25 November 2025, effective 21 September 2025. HRO is awaiting an update to DCPDS to allow the processing of these annual adjustments. As of 5 January 2026 DCPDS is not updated. HRO will provide an update to the workforce as soon as DCPDS updates.

All locations except Post Falls, ID and Lewiston, ID

<https://wageandsalary.dcpas.osd.mil/Content/AF%20Schedules/survey-sch/045/M045SNov252025-RUS-GS-Locality.pdf>

Lewiston, ID

<https://wageandsalary.dcpas.osd.mil/Content/AF%20Schedules/survey-sch/I45/I45R-25Nov2025.pdf>

Post Falls, ID

<https://wageandsalary.dcpas.osd.mil/Content/AF%20Schedules/survey-sch/I45/345R-25Nov2025.pdf>

### GS Update

OPM published the pay table update for GS employees. This pay adjustment is effective 11 January 2026.

Rest of the US (All locations except Post Falls, ID)

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/RUS.pdf>

Post Falls, ID

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/SN.pdf>



### **Voluntary Flexible Spending (FSA) account Updates for 2026:**

**State of Idaho NAVIA Health Care FSA:** On 1 January 2026, the annual contribution limit increases to \$3,400 for 2026, up from \$3,300 in 2025. The rollover limit increases to \$680, up from \$660 in 2025. Prescriptions are no longer needed for most over-the-counter medications.

**State of Idaho NAVIA Dependent Care (Daycare) FSA:** The annual contribution limit increases to \$7,500 per household for 2026, up from \$5,000 in 2025.

Contact the IMD State Benefits Specialist, Mary Ann McCool at [mmc-cool@imd.idaho.gov](mailto:mmc-cool@imd.idaho.gov) or (208) 801-4271 with questions.

**Military Leave Reset:** As a reminder to our state employees who are also military members, Military Leave Time Hours (MLT or MLF) will reset in Luma in January 2026. Prior to Luma, the reset on Military Leave Hours occurred in mid-December.

**Supervisor Changes:** Please contact HRO-State Personnel Branch as soon as information is available regarding all supervisor changes to ensure continuity of supervisor support in Luma, especially when those changes include federal supervisors. Personnel actions affecting federal supervisors are not automatically reported to HRO-State Personnel Branch, and result in delays in Luma access and personnel action, timesheet, and payroll approvals when changes are processed retro-actively.

**Update Your Contact Information in your Luma profile** and ensure that your work/personal email, phone numbers, and home address is correct in Luma. When updating, remember to designate your preferred contact methods, such as your work email and phone. As a quick aside, we at SPB appreciate you taking the time to read the information provided in this newsletter, and to show our appreciation, we have a little gift for the first twenty-five state employees who come to the SPB office and tell us, in person, that their Luma information is up to date; thank you, please continue reading. For example, this newsletter was sent to your primary email in Luma and may need to be updated from your personal to work email.

**Please contact the HRO-State Personnel Branch at 208-801-4279 with any questions.**





## Free tax services made for the MilLife.

When it's time to tackle your taxes, turn to **MilTax** for free e-filing software and personalized consultant support.

### Made for the Military

Tax prep and e-filing software from MilTax is built to address scenarios, like deployments, combat pay, multiple moves and more to help you account for the credits and benefits you've earned.

### Your Taxes on Your Time

Prep and e-file anytime, from anywhere, at your pace. Save your progress and come back when you have time. If you have questions along the way, we're on call to help.

### Expert Help at Hand

Call Military OneSource anytime, 24/7 to schedule an appointment. Our tax consultants are experts in military taxes, so they know what you need to file and how to save you money.

### No Hidden Fees Plus Calculations You Can Count On

MilTax is 100% free from the Defense Department. There are no fees for any service member at any point in the filing process. Plus, software calculations are backed by the provider's 100% accuracy and maximum refund guarantee.

**Eligible service members and families can access MilTax anytime.**  
Go to [MilitaryOneSource.mil](https://MilitaryOneSource.mil) and search "MilTax" to begin.



MilTax is a benefit provided by the Defense Department exclusively for eligible service members and family members through Military OneSource.

## IDAHO NATIONAL GUARD

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Joint Force Headquarters  
4794 General Manning Ave,  
Bldg. 442  
Boise, ID 83705-8112

Phone: 208-422-3000  
Email:

[ng.id.idarng.mbx.idarng-sf52@army.mil](mailto:ng.id.idarng.mbx.idarng-sf52@army.mil)

[inghro.idaho.gov/  
default.htm](http://inghro.idaho.gov/default.htm)

Got things you want  
to see that we haven't  
added? Let us know  
how we are doing!  
Click **COMMENTS**  
**CARD LINK** to pro-  
vide feedback.



Idaho Military Division  
Human Resource Office

### HRO Mission Statement

Through Strategic partnerships and collaboration, the Idaho Human Resources Office, recruits, develops, and retains a high-performing workforce based on merit, performance and potential, to maintain, the combat, domestic emergency/disaster response, and overall readiness of the Idaho Military Division.

### HRO Contacts

HRO/DEPUTY HRO				
JAMES	HICKS	272-3333/208-866-7877	<a href="mailto:james.w.hicks1@army.mil">james.w.hicks1@army.mil</a>	
TERESA	BUSMANN	422-3334	<a href="mailto:teresa.busmann@us.af.mil">teresa.busmann@us.af.mil</a>	
HR INFORMATION SYSTEMS/HRD DEPARTMENT				
CHRIS	YOUNG	272-3342	<a href="mailto:christopher.l.young34.civ@army.mil">christopher.l.young34.civ@army.mil</a>	DEPT. SUPERVISOR
JEFF	RENON	272-4213	<a href="mailto:jeffrey.t.renon.civ@army.mil">jeffrey.t.renon.civ@army.mil</a>	
DAVID	EMRY	272-4226	<a href="mailto:david.e.emry.civ@army.mil">david.e.emry.civ@army.mil</a>	
EMPLOYEE/LABOR RELATIONS				
MATTHEW	GODFREY	272-3809	<a href="mailto:matthew.j.godfrey3.civ@army.mil">matthew.j.godfrey3.civ@army.mil</a>	Labor Relations
MANPOWER/BENEFITS DEPARTMENT				
CINDY	PALMER	272-3341	<a href="mailto:cindy.r.palmer2.civ@army.mil">cindy.r.palmer2.civ@army.mil</a>	DEPT. SUPERVISOR
YVONNE	HOWARD	272-3343	<a href="mailto:yvonne.m.howard7.civ@army.mil">yvonne.m.howard7.civ@army.mil</a>	CLASSIFICATION
SIMONNE	BOICE	272-3350	<a href="mailto:simonne.a.boice.mil@army.mil">simonne.a.boice.mil@army.mil</a>	STAFFING
BENJAMIN	O'NEAL	272-3344	<a href="mailto:benjamin.w.oneal.civ@army.mil">benjamin.w.oneal.civ@army.mil</a>	STAFFING
K-LYNN	WALKER	272-3339	<a href="mailto:klynn.j.walker.mil@army.mil">klynn.j.walker.mil@army.mil</a>	STAFFING
MIKE	WHITTIER	272-4225	<a href="mailto:michael.w.whittier.civ@army.mil">michael.w.whittier.civ@army.mil</a>	Retirements
BRAD	LED BETTER	272-4212	<a href="mailto:brad.k.ledbetter.civ@army.mil">brad.k.ledbetter.civ@army.mil</a>	Awards/Appraisals
COLTON	PASTO	272-4560	<a href="mailto:colton.l.pasto.civ@army.mil">colton.l.pasto.civ@army.mil</a>	Servicing last names: A-M
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GINA	HAMANN	801-4275	<a href="mailto:ghamann@imd.idaho.gov">ghamann@imd.idaho.gov</a>	Timesheets/Payroll
TAMARA	REAMES	801-4272	<a href="mailto:treames@imd.idaho.gov">treames@imd.idaho.gov</a>	Luma/HRIS
MONICA	GILDERSLEEVE	801-4276	<a href="mailto:mgildersleeve@imd.idaho.gov">mgildersleeve@imd.idaho.gov</a>	Staffing
KAREN	THIEL	801-4273	<a href="mailto:kthiel@imd.idaho.gov">kthiel@imd.idaho.gov</a>	Employee Relations
STATE	FAX	422-3348		
AGR BRANCHES				
RYAN	KOHLBECKER	272-4211	<a href="mailto:ryan.m.kohlbecker.mil@army.mil">ryan.m.kohlbecker.mil@army.mil</a>	
NICHOLE	SISK	272-4215	<a href="mailto:nichole.r.sisk.mil@army.mil">nichole.r.sisk.mil@army.mil</a>	
JURIANA	MOORE	272-4214	<a href="mailto:juriana.g.moore.mil@army.mil">juriana.g.moore.mil@army.mil</a>	
BRIA	WADE	272-4217	<a href="mailto:bria.d.wade.mil@army.mil">bria.d.wade.mil@army.mil</a>	
CORA	GEMPLER	422-3344	<a href="mailto:cora.gempler@us.af.mil">cora.gempler@us.af.mil</a>	