



THE DISPATCH

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Digital Accessibility FAQ

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Do past documents and content need to be made accessible or is it only new things created after July 1, 2024?

All in-use documents or documents that might become in-use must be accessible after July 1, 2024. Anything that is going to be used by someone other than you (in the present or future), should meet the accessibility guidelines. Please also consider the person who may have your job in the future. That person counts as someone other than you. Anything that will be standard operating procedures passed on to the next “you” also needs to be accessible.

Do internal documents need to be accessible?

Yes.

Please log internal documents and their remediation status on the SharePoint internal document spreadsheet.

Example: I have performance reviews for my employees from 2022, do those need to be accessible?

Technically - **Yes**. There are no exceptions listed in HB21-1110 and OIT has taken out all exceptions in their rulemaking and does not plan to list any exceptions to content. That means signed and past documents are NOT exempt.

That said, the risk associated with those documents is low. When looking at prioritizing documents to remediate, you may need to look at the risk to determine if you need to remediate something before July 1, or if it can wait. This is also a good time to look at record retention policies and purge documents you are no longer required or need to keep.

You might ask yourself why you should care about old documents, especially internal ones. Here is an example:

We could get audited or receive a records request, and if the person using the documents needed them to be accessible and they were not, that puts us at risk.

If my department does not own (did not create) a document or item but are required to use it, do we need to make it accessible?

You are not required to make documents, forms, or software owned by a third-party accessible; however, there are a few things that need to be considered:

If it is software owned or purchased by the department, it is the department and product owner's responsibility to ensure the vendor complies with the law. If it is just used by the department but owned by someone else (like CORE for example), then it is the product owner's responsibility to ensure it is compliant.

If it is a form, like the SF180 Records Request Form for example, the best course of action is to link to the third-party source. For example, instead of emailing an attachment of the form, email a link to the form from the original owner's website.

In any case, if you are using a document that is not accessible, especially those provided to the public, you should contact the document owner and ask them to make it accessible.

No one in my department has a disability or uses assistive technology, do I still need to make my internal documents accessible?

Yes. Your internal documents are still required to be accessible.

What training is required?

You should take training on skills and software related to your job. There is currently no mandated specific training. Additionally, getting a certificate or logging a training date is meaningless if you do not actually learn the skills to create accessible content. Focus on learning, especially items relevant to your job.

The training resources on SharePoint are options, but you are not limited to those trainings.

What happens if I don't make my or my department's content accessible by July 1, 2024?

There is risk of a lawsuit and potentially a \$3,500 fine per violation. The level of risk will vary by content type and who's intended to access it, but the risk remains.

Carrying the flag

Parker White, DMVA Leg Liaison / PIO

At 9am on January 10th, the Speaker of the House’s gavel struck home, thus marking the start of the Colorado General Assembly’s 2024 legislative session. As the ceremony continued, the bulk of Colorado’s political leadership piled on to the House floor, including the entirety of the state Senate, the Governor and his staff, and most of the Colorado US Congressional delegation.

Among this group, was the Colorado Wing of the Civil Air Patrol, standing at attention and waiting for their signal to post the colors and kick off the ceremonial start to session. In this group of young cadets, stood Cadet Major Merik Howell, proudly holding the American flag.

Cadet Major Howell joined the Civil Air Patrol (CAP) in 7th grade and has been with the organization ever since.



CDT Howell (second from right) pictured with the rest of the Civil Air Patrol Color Guard preparing to enter the House floor of the Colorado State General Assembly

Now a senior in high school, Cadet Howell has spent the last 6 years in CAP, and it has not only defined his high school experience but has profoundly shaped the direction he hopes to take his life.

A Colorado native, Howell was born in Aurora and attended Cherokee Trail high school. His family has a history of flying, and when he heard that Civil Air Patrol had opportunities to kickstart his aerospace education...he signed up.

“A lot of people in my family fly,” said Howell. “I’ve been around that my whole life.”

However, his time in CAP turned out to be very unique compared to most who have participated. In the middle of his CAP career, COVID-19 struck. Weekly in person practices turned into online meetings, and subsequently, took away many of the opportunities that had previously been afforded to cadets.

“I saw it as an opportunity to adapt and persevere,” recalled Howell.

Adapt and persevere was exactly what he did. Over his time in CAP he rose to the rank of Cadet Major, attended Cadet Officer School in Alabama, and served as the Cadet Commander of the Buckley Space Force Base Mile High Squadron for two years.

“Major Howell stayed as Cadet Commander through COVID and Post-COVID, which was a very difficult time,” said Captain Elaine, an adult volunteer for CAP. “He stayed on with his unit, which we are very proud of him for. A lot of people up and quit, but MAJ Howell stuck it out.”

For sticking with CAP, there were many opportunities made available to him. One such was serving on the Color Guard. According to adult volunteer leadership, Cadet Howell has served as a mainstay of the Color Guard for years and trained many of the current Cadet NCOs. As a result of his experience, he was tapped to carry the American flag into the Colorado State Capitol for the opening of session.

“It definitely was a unique experience,” said Howell. “Where we were, what the event was, and why we were doing it, it was something I won’t forget.”

After high school, Howell hopes to join the military, and he is currently applying to service academies. He has received nominations to both the Naval and Air Force Academy, and his goal is to serve as a pilot.

New Hires for January:

Ken Balltrip, ANG Patrol Officer, Greeley

Sarah Lewis, Environmental Protection Specialist, Centennial

Brianna Micciche, GIS, Centennial

Steven Matkovich, Environmental Protection Specialist, Centennial

Promotions in January:

Glen Marciniak, VSO Claims & Benefits Supervisor, Veterans Affairs

Lisa Stamm, Grants Administrator, Veterans Affairs

Eric Moncibais, Appeals Assistant, Veterans Affairs

Brody Fullmer, Grounds & Nursery Supervisor, Grand Junction Cemetery

Joe Abrine-Martinez, Trades Operations Supervisor, Centennial

Departures in January:

Aaron Henkes, Pipes/HVAC Supervisor, Buckley Air Force Base

Mark Chamberlain, Airfield Maintenance, Buckley Air Force Base

Efrain Chavez, ANG Patrol Officer, Greeley

W-2's

Due to an error in processing, the Department of Personnel & Administration is reprinting W2s for State employees' to include the employee's contribution to the new Family & Medical Leave Insurance Program (FAMLI) in Box 14. The inclusion of FAMLI is required starting in tax year 2023 and was inadvertently left off of the original W2s printed by the State.

Because incorrect W2s have already been sent to employees, you may receive two sets of W2s. **If you receive two W2s, please use the W2 that has the FAMLI contribution option in Box 14.** If neither W2 has FAMLI listed, you can use either form.

HR Updates

PERA Webinars

No matter how much you love your job, you might also be eager to reach the finish line. We're excited for you! There's also a chance you might also feel a bit anxious, not knowing how to proceed or what to expect.

If you're one to two years away from retirement, you're just in time to attend a Retirement Process Webinar where you'll learn:

- When and how to apply for your PERA retirement check
- Simple steps to take before you apply
- Options that allow you to provide for a loved one
- Expenses to be aware of, including healthcare

...and best of all, you'll be able to ask your most burning questions!

Register at the following link to gain valuable knowledge so you can race into retirement with

confidence: https://copera.zoom.us/webinar/register/WN_2WNpgVIPO_SpXtV4VqF8aw#/registration

IMPORTANT HEALTH BENEFIT OPEN ENROLLMENT DATES

Open Enrollment Dates FY 2024-25

- Open Enrollment Period: April 9 - 29
- Supplement Period: April 9 - May 10
- Corrections Period: May 13 - 17
- Dependent Eligibility Verification Documentation Due Date: May 31

**IF YOU ARE A NEW SUPERVISOR, PLEASE READ BELOW FROM THE SUPERVISORY
CERTIFICATE TRAINERS:**

We have heard your feedback and are making changes to our most popular training program! The newly redesigned Statewide Supervisor Certificate Program focuses on real-world practice and application to improve retention and learning transfer as well as performance on the job.

The Supervisor Certificate training is a blended learning program which aims to reduce the amount of time spent in the virtual classroom each day to provide learners with more asynchronous learning opportunities. This means different ways of learning, instructor led pieces, eLearnings, and homework to give you more flexibility in how you develop your leadership skills and support practical application.

The Supervisor Certificate Program will now only be available for current work leads, managers, supervisors, and above. In conjunction with the new and improved Supervisor Certificate Program, we have also launched a new Emerging Leader Certificate Program (read more below), which will provide training for any State employees who are motivated to develop a strong leadership skill set in preparation for future opportunities, whether they are informal or formal leadership roles.

Our intention is to always support you and your professional development so you can reach your career goals! Due to high demand the Supervisor Certificate Program will host two cohorts per month starting this April.

If you are interested, feel free to join the waitlist at the following link:

www.train.org/colorado//course/1108618/live-event

Past Events

Division of Veteran Affairs:

-Division of Veterans Affairs Veteran Service Officer bill, SB24-004 passed the state Senate unopposed.

Civil Air Patrol:

- Jan 14th, the Colorado Wing of the Civil Air Patrol's Combat Digital Simulator semi-finals took place at Joint Force Headquarters.

CO National Guard:

- A joint COARNG and COANG Color Guard participated in the opening day of the Colorado General Assembly Jan. 10, 2024, at the State Capitol.

Upcoming Events

Division of Veteran Affairs:

- Military Day at the Colorado State Capitol will occur on Feb 9. Veteran Service Organizations, Veteran friendly companies, and military recruiters will be present at the Capitol all day long!

Civil Air Patrol:

-Feb 12 – 14, Colorado Civil Air Patrol cadets will support the AFA Warfare Symposium as award proffers, ballroom door monitors, and seating assistants.

CO National Guard:

-The ARSST 11 redeployment ceremony and ARSST 20 deployment ceremony have been scheduled for 4 p.m. Feb. 3 at the 117th Space Battalion at Fort Carson

