



HRO-11-01
15 January 2011

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Paul Borzekofski	x7116
Classification/Manpower	SMSgt Deb Burling	x7125
	SSG Christa Wilhelm	x7119
Recruitment, Staffing & Pay	Ms. Denise Anderson	x7109
Services/ Benefits	Ms. Deb Tankesley	x7118
	SPC Ashley Baeza	x7110
	MSgt Jody Schmidt	x7127
Training / Career Development	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

Information Site (NEGUARD HRO website): www.neguard.com/HRO/index.html

Federal Length of Service Awards (Jan):

10 Years:	Thomas M. Sears	Kathryn D. Millwood
	Dylan P. Welsh	
20 Years:	James C. Hurley Jr.	
30 Years:	Troy D. Johnson	William J. Kerns

Federal Employee Retirements:

ARNG – Henry D. Crow (Feb)

TSP and Catch-up Contributions

The 2011 TSP Contribution start date began pay period 19 Dec 2010. The limit for 2011 is \$16,500. The TSP Catch-up program allows those 50 or older to contribute an additional \$5,500 to supplement a participant's regular contribution limit. You elect TSP contributions and Catch-up through the Employees Benefits Information System (EBIS) at www.abc.army.mil. To receive full agency matching you must contribute 5% of your pay. A TSP chart for your use is located in EBIS and at the TSP site www.tsp.gov. Note: For those deployed a different annual limit when tax-exempt contributions are made is \$49,000. Review the website prior to making this election to Uniformed Services TSP.

TSP 2012 Change (Roth):

A target date for the implementation of a TSP Roth feature is January 2012. This benefit will allow participants to contribute on an after-tax basis and receive tax-free earnings when they withdraw the funds (assuming certain criteria are met). The TSP Roth feature is similar to private sector Roth 401K plans, which differ from rules that govern regular Roth IRAs'.

This opportunity will allow the addition to or in lieu of regular (tax-deferred) TSP contributions. Both regular and Roth contributions will be added together for the elective deferral limit. Agency Automatic 1% and Agency Matching are always tax-deferred (as are their earnings) and will not be affected by an election to make Roth contributions. More information on the TSP Program visit: www.tsp.gov

Annual Weingarten Rights Notice:

Public Law 95-454, Civil Service Reform Act of 1978, gives technicians in units represented by an exclusive labor organization the right to have a union representative present in connection with an investigation. Section 7114(a) of the Public Law states that: "(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at .." "(B) Any examination of an employee in the unit by a representative of the agency in connection with an investigation if.(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and (ii) the employee requests representation".

Therefore, as also required by Section 7114(a)(3), you are hereby given notice of the right set forth in this provision. Managers and supervisors are to ensure that all technicians are informed of their right to union representation.

Federal Retirement Awareness:

Many websites are devoted to the subject of Civil Service Retirement. The following is a brief overview of the basic criteria and benefits. You should also review the websites for EBIS site at www.abc.army.mil or the Office of Personnel Management (OPM) at www.opm.gov.

When can you retire: Check out eligibility at www.abc.army.mil under retirement or www.abc.army.mil/retirements/retire.htm. Years of service and age are the factors.

Annuity: Federal Employees Retirement System (FERS) is a lifetime benefit. The FERS basic benefit is computed by: $1\% \times \text{years and months of federal service} \times \text{high three average salary}$. For an employee with 30 yrs of service their FERS Basic Benefit would be 30% of the average of the highest 3 years of pay.

Annual Leave: Annual Leave accrued is paid on the final employment pay. Leave is only earned during complete pay periods.

Sick Leave: **For FERS**, 50% of your sick leave, is added to civilian and paid military service for a total of years, months and days used in computing the annuity payments. Hours are converted into days according to OPM chart RI 83-3 (located at www.opm.gov). Those retiring after 1 January 2014 will receive 100% of the hours as credit

FEGLI: Basic Insurance: Life insurance coverage can be transferred into retirement if you have had coverage since the first opportunity to enroll or for five continuous years immediately preceding the date of your retirement. You must continue your Basic Life insurance in order to keep any of the Optional coverage. For more information on options available at retirement review the SF-2818 Form located at <http://www.opm.gov/insure/life/pubslist/sf2818.asp> Premium costs for age groups can be located at: <http://www.opm.gov/insure/life/>

FEHB: Health insurance continues if you have been enrolled since first eligible or for five continuous years immediately prior to the date of your retirement. The cost will remain the same as if you were a current employee. You will be entitled to the same privileges as a current employee in making changes such as open season. TRICARE at age 60 and TRICARE for life starting at age 65 allows you to suspend your FEHB (your choice).

TSP: If you had or have when you retire, you have many options such as withdrawing in a lump-sum, elect equal payments, elect an annuity, roll the money over into an IRA, or leaving the money in your TSP account etc.. Check out www.tsp.gov.

FERS Special Retirement Supplement: Eligibility if hired before 20 Feb 1996, eligibility is 25 yrs of service (civilian and military) at age 50 or older and involuntary loss of military membership. Otherwise, paid at MRA. If hired after 20 Feb 1996 changes that if 20 years technician service at age 50 or older or 25 years of technician service at any age. Otherwise, paid at MRA. The computation for the amount eligible for is designed using the same formula used to compute Social Security only using though the full years covered under FERS. Just like SS there is a reduction of \$1 for every \$2 earned income over the annual SS limit (\$14,160).

Disability Retirement: Technicians applying for disability due to loss of military membership for medical reasons, who are also eligible to retire with a supplement, are not eligible to retire under the Special Disability Provisions.

Social Security 2011:

Federal Employees will see a change on LES (pay) due to a change in Social Security Tax. The "Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010" provides that during 2011 the Social Security employee tax rate will be temporarily decreased from 6.2% to 4.2%. The temporary reduction in the Social Security tax rate will not affect the employee retirement contribution rates.

As a result, CSRS-offset and FERS employees will see their payroll deductions decrease by 2% up to the 2011 Social Security maximum taxable income of \$106,800 (unchanged from 2010) and no change in retirement deductions (.08%). There will be no deduction change based on this Act for CSRS employees.

Human Resources Information Systems (HRIS)

HRIS Staff

SMSgt Mike Courtney – Personnel Systems Manager (PSM) - x7122

SGT Trellis Haynes – Assistant PSM - x7121

Current Self Service log in statistics:

As of 18 Jan 11 – a total of 77% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly. If you have not logged in, do so today @ <https://compo.dcpds.cpms.osd.mil/>

My Biz

The Self Service application in My Biz/My Workplace has added new functionality for employees to Add/Delete non-monetary awards thru Self Service. Added new data field "Award Update Source" to the Federal Awards element in HR. This field identifies whether the award has been "Self Certified" or "Verified" by HR. Supervisors now have the ability to view all awards through My Workplace.

You can access My Biz Login at <https://compo.dcpds.cpms.osd.mil/>

You can access more information about My Biz at this web site:

<http://www.cpms.osd.mil/hrbits/selfservice.aspx>

My Workplace

If you are a supervisor of Technicians, then you need to be sure you have logged into My Workplace. There are many important pieces of data available on each of the Technicians you supervise. All of the Notification of Personnel Actions are available for each of your Technician employees via My Workplace plus many more important items of information necessary for you to supervise your employees.

Please visit the Nebraska Military Department Portal/Joint Forces Headquarters/J1 Personnel/NSPS Training and Information site or the Air Force Portal/ My Base/155 ARW/Human Resources/My Workplace to see different training documents on My Workplace. You can also find more information on My Workplace on the CPMS website: <http://www.cpms.osd.mil/forms/cpms/search.aspx>. Your My Workplace POC is, SMSgt Mike Courtney at 7122 or email: Michael.courtney1@us.army.mil

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State Personnel

HRO-SP Staff

HR Manager	Ms. Kari Foote	x7130
HR Assistant/Benefits	Mr. Tim Diedrichsen	x7131
HR Assistant/Payroll	Ms. Jessie Bockelman	x7132

Withholding

The Federal Social Security amount withheld from employee's check has decreased from 6.20% to 4.20%. This will continue throughout 2011. The American Recovery and Reinvestment Act ended in 2010 so employees will probably see at least a small change in their federal withholding in 2011.

Leave Balancing

Employees should see leave balance adjustments, if any were necessary, in the second paycheck date in 2011. The check date will be 1/26/2011. Employees may see these adjustments go through in their leave usage if there is not a separate adjustment line. Pay will not be affected as hours related to adjustments will have no dollar value assigned to them.

Worker Compensation

Worker's Compensation applies to the State of Nebraska, and to every governmental agency created by the State. Therefore, Worker's Compensation applies to State employees of the Nebraska Military Department.

An injured State employee of the Nebraska Military Department may obtain Worker's Compensation benefits if:

- a. the injury was caused by an accident that arose in the course of employment;
- b. the employee was not willfully negligent at the time of the injury;
- c. the employment was in the usual course of the business of the employer; &
- d. the injury occurred in Nebraska.

Notification: A State employee is responsible for reporting any job-related injury to a proper agency authority (supervisor or manager) as soon as possible. **The supervisor or manager is responsible for completing a First Report of Alleged Occupational Injury or Illness form** and submitting it immediately to the Human Resources Office for State Personnel (HRO-SP). Worker Compensation Court Rules impose stringent guidelines for timely reporting of job related injury. The injured employee is not responsible for completing this report. **An employee will need to complete** Form EN and a Doctor Choice form. If a supervisor does not have forms available, HRO-SP should be contacted as soon as possible so forms may be sent out.

Benefits: Worker Compensation benefits available to State employees are administered by a consulting firm, FARA. Benefits available are:

- a. Medical Benefits: The Military Department is liable for reasonable medical and hospital services, appliances, prescribed drugs, prosthetic devices, and other supplies necessary as the result of a work-related injury. The injured employee has the right to choose the doctor to treat a work-related injury. The employee may be required by the agency to submit to a medical examination by a doctor of the agency's choice at the agency's expense.
- b. Indemnity (wage loss) Benefits: Benefits are paid at the same interval (monthly, biweekly) as wages were paid at the time of the injury. Compensation benefits begin on the eighth calendar day of disability due to injury. (Injury leave may be granted for up to five normal work shifts after a State employee is disabled due to a work related injury) The days of disability need not be consecutive. Time lost from work for less than a day to seek medical care, including physical therapy, is compensated as temporary disability. Specific benefits are available for temporary total disability, permanent total disability, temporary partial disability, permanent partial loss of a member; or permanent partial disability to the body as a whole.

For more information on Worker Compensation: call Tim Diedrichsen (402) 309-7131, Kari Foote 309-7130

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AGR Personnel

Army and Air:

The AGR Office Staff:

CW4 John Regan, AGR Manager, (402)309-7117

WOC Dustin Guenther, Human Resources Assistant, (402)309-7115

- Army Staffing- vacancy announcements, SF 52
- Army Travel- AGR travel, DTS
- Initial Tour Continuation Boards
- ADOS Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals

SFC Christine Gonzales, Personnel Sergeant, (402)309-7073

- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments
- ADOS In-Processing

Susan Stevens, Human Resources Assistant, (402)309-7123

- Air Staffing and AROWS Orders
- Air Vacancy Announcements, SF 52
- EPR Management
- AGR Appointments and Reassignments
- MOB Aug/FTE Orders and Tracking

Army:

AGR Medical Travel – Starting 1 October 2010, all medical travel needs to be requested in DTS 10 days prior to travel. Along with the DTS request, a memo requesting medical travel funds with the cost of travel needs to be sent through the chain of command to the HR-AGR office. Please scan and e-mail this memo to request funds to SFC Guenther and CC your chain of command on the e-mail.

TRICARE Retired Reserve – For the first time, members of the Retired Reserve who are not yet age 60, the so-called "gray area" retirees, can purchase TRICARE health coverage for themselves and their eligible family members with the Sept. 1, 2010 launch of TRICARE Retired Reserve (TRR). Retired Reservists may qualify to purchase TRR coverage if they are under the age of 60 and are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program. They must also be members of the Retired Reserve of a Reserve component and qualified for non-regular retirement. For instructions on how to qualify for and purchase TRR go to www.tricare.mil/trr.

DTS – Please start inputting LOA's to your DTS authorizations. The instructions were sent out by WOC Guenther via e-mail with an example of how to input the LOA to your authorization.

Meal collection via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Gonzales.

Leave Tracking System – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down

next to change user group to update your organization. This will change your approving officials for your leave requests.

Air:

1. TRIWEST Online Referral / Authorization Submission: All registered providers on the secure provider portal at www.triwest.com now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the www.triwest.com/provider to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

2. Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SFC Effle, (402) 309-1572.

3. AGR Dental Updates in DDS Web: Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager
NGB/SGPR Office of the Air Surgeon
3500 Fetchet Ave Andrews AFB, MD. 20762
DSN: 278-8567, COMM: 301 836-8567, cynthia.adams@ang.af.mil

4. Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

5. Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2013. Visit the following web site for more information: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf>

6. Paternity Leave: The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

7. Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a

complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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Equal Employment Office/Diversity/Organizational Development

(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)

New Year's Resolutions

New Year's Eve has always been a time for looking back to the past, and more importantly, forward to the coming year. It's a time to reflect on the changes we want (or need) to make and resolve to follow through on those changes. Here are several options to add to your list:

1. Spend more time with family and friends. Recent polls conducted by General Nutrition Centers, Quicken, and others shows that more than 50% of Americans vow to appreciate loved ones and spend more time with family and friends this year. Work shouldn't always come first!
2. Fit in fitness. The evidence is in for fitness. Regular exercise has been associated with more health benefits than anything else known to man. Studies show that it reduces the risk of some cancers, increases longevity, helps achieve and maintain weight loss, enhances mood, lowers blood pressure, and even makes you look and feel better.
3. Quit smoking. If you have resolved to make this the year that you stamp out your smoking habit, over-the-counter availability of nicotine replacement therapy now provides easier access to proven quit-smoking aids. Even if you've tried to quit before and failed, don't let it get you down. On average, smokers try about four times before they quit for good. Start enjoying the rest of your smoke-free life!
4. Enjoy life more. Given the hectic, stressful lifestyles of millions of Americans, it is no wonder that "enjoying life more" has become a popular resolution in recent years. It's an important step to a happier and healthier you! Get out and try something new! Take up a new hobby or try your hand at skiing. Go to a theater performance, or head to the local spa.
5. Get organized. On just about every New Year resolution top ten list, organization can be a very reasonable goal. Search out different resources on the web to find ways to organize your home or your office.

16th Annual Rev. Dr. Martin Luther King, Jr. Youth Rally and March

Monday, January 17, 2011 marks the 16th annual Rev. Dr. Martin Luther King, Jr. Youth Rally and March. The community is invited to attend and be empowered, educated, and activated through this unique event. The day begins with a pre-rally gathering in the ballroom of the University of Nebraska-Lincoln's Student Union at 14th & R Streets. Pre-rally doors open at 8:15 a.m. Various programs will be presented by area youth and school children, to include traditional Native American dancers.

The Youth Rally and March is entirely organized by a diverse group of area youth and held in conjunction with the national recognition of the birthday of the late Rev. Dr. Martin Luther King, Jr. All components are intended to celebrate his legacy and the mission of the planning committee: "...promotion of the life and dream of the late Rev. Dr. King, Jr. through positive youth action in the community."

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