



HRO-11-02
15 February 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 (Feb):

10 Years:	Brandon J. Robinson
15 Years:	Donald G. Renner
25 Years:	Robyn R. Huskey

Federal Employee Retirements: None

Injured at Work?

Immediately report any work-related injury to your supervisor. If your injury requires medical treatment, obtain care as soon as possible. To protect your rights to benefits, complete the Form CA-1 for traumatic injuries. Employees will not be entitled to continuation of pay (COP) if forms are not filed within 30 days. You may be asked to provide additional information. Although your supervisor or other agency representative may assist you, it is your responsibility to obtain the information needed to support your claim.

If your injury resulted from a specific event or a series of events during one day or shift, complete a Form CA-1, Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. If you developed a condition due to prolonged exposure lasting more than one day or shift, complete a Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation.

Instructions, forms and electronic input are located on NEGUARD, Technician Branch under OWCP. <http://www.neguard.com/HRO/Technician%20Branch/index.html>. This is a web based program which goes directly to the Dept of Labor and to the HRO Technician Services Office for review and additional information. The form will still need to be printed and original signatures obtained at the work site.

If you are temporarily unable to work because of your injury, you need to keep your supervisor informed about your medical condition and return to work as soon as your physician allows you to do so. Light duty assignments may be available if you are not able to perform your regular job.

COP: Employees who sustain a CA-1, traumatic work related injury and would require medical examinations and treatments are entitled to continuation of pay (COP). Federal Employees Compensation Act (FECA) provides that the injured employee's regular pay must continue during any periods of resulting disability, up to a maximum of 45 calendar days. The employer must continue the pay of an employee who is eligible for COP, and may not require the employee to use his or her own sick or annual leave. To be eligible for COP the injured worker must file within 30 days of the date of injury. COP is not required when: Was not caused by a traumatic injury; claim is not filed within 30 days from the date of injury; occurred off agency premises and otherwise not within the performance of official duty; caused by willful misconduct, intent to injure or kill himself or another person, or was proximately caused by intoxication by alcohol or illegal drugs, or work did not stop until more than 30 days following the injury. Website for information and forms: <http://www.dol.gov/esa/regs/compliance/owcp/fecacont.htm>

Leave and Earnings Statement (LES):

Review your LES's for changes and if you find discrepancies or have questions contact the Tech Payroll Rep or Technician Svcs Section.

<u>Changes on LES</u>	<u>Pay Period Ending</u>
Health Benefit Plan (FEHB, FEDVIP, FSA) Changes	15 Jan 11
Combined Federal Campaign (CFC) Contributions	15 Jan 11

New hires: Military leave is not reflected on your LES's until it is used the first time. After time cards are coded the first time you will see the 120 hours of military leave minus the hours used reflected.

Change of Address: If you moved be sure to change addresses on MyPay. Many employees are receiving notices from DFAS and TSP about incorrect mailing addresses. Review MyPay for correct "correspondence address" on BOTH military and civilian accounts. TSP receives addresses through DFAS and cannot be changed directly at the TSP site. On the military you after a change has been made, watch that the screen and check that the "Update my Thrift Savings Information to the same address" is also correct.

Military Deposits: Does block #20 reflect the amount you can pay, have paid or are paying on to credit your retirement account?

Long Term Care (FLTCIP) Open Season:

The Office of Personnel Management (OPM) has sent notification that there will be an Open Season for FLTCIP. During the Open Season, actively at work employees and their spouses who are not currently enrolled will be able to apply to the FLTCIP with abbreviated underwriting. The Open Season will run from 4 Apr – 24 Jun 2011. More information will be coming. Check www.ltcfeds.com for details.

Combined Federal Campaign (CFC) 2010:

"Paying it Forward through CFC" was the theme for the 2010 CFC campaign. It was an opportunity to make a difference. We made a difference. Donations from the ANG totaled \$11,579 and the ARNG totaled \$10,279. The total given by Federal Employees and Military Members to the Lincoln/Lancaster Campaign was \$297,922. The support is truly appreciated by many in your community. For information about the CFC please visit: Lincoln/Lancaster County - www.cfclincoln.org or the National Campaign - www.opm.gov/cfc/index.htm

Federal Employees Group Life Insurance (FEGLI) Changes:

Coverage options have changed. An employee can elect life insurance coverage based on a qualifying life event (marriage, divorce, acquiring an eligible child or death of covered family member). Coverage includes: Basic insurance (Salary), Option A (\$10,000), Option B (multiples of salary) or Option C (family coverage).

To enroll or increase optional coverage due to a life event you must accomplish within 60 days of the event. For information about the program or costs you can visit <http://www.opm.gov/insure/> under Life insurance or ABC-C. Changes are made on the ABC-C website www.abc.army.mil under your EBIS, Transactions Section.

Regulations: <http://www.neguard.com/HRO/>

Technician regulations affect rights and benefits.

Visit the NEGuard site to view HRO Bulletins and the Technician Branch pages for regulations, guidance and information specific to full-time employment.

New to the site: TPR 752 - Discipline and Adverse Action
TPR 430 - Performance Appraisal Program

Benefits Site Registration for all Federal Employees (AKO, EBIS, MyBiz):

These **sites are a must** for benefits and ensuring accuracy of your federal employment. Information also located on NEGUARD, Tech Branch www.neguard.com/HRO/index.html

- **AKO** (Army Knowledge Online) : www.us.army.mil
Technicians both ANG and ARNG require an AKO account to make changes to benefits in EBIS account (i.e. FEHB, FEGLI, TSP)

1. Go to www.us.army.mil
2. Click on 'Register with a CAC'
3. When prompted, enter your PIN or select your certificate.
4. Enter your SSN. DO NOT register for a Utility Account.
5. Enter your Date of Birth
6. Enter your User Information, if needed
7. Enter your military e-mail address.
8. Enter Organization Information (Dept of Army or Dept of Air Force)
9. Create and Confirm your Password
10. Complete your Password Questions
11. Account Registration Complete - you should see all your account information.

- **EBIS (Employee Benefits Information System) Account Established at ABC-C (Army Benefits Center-Civilian):** www.abc.army.mil

All Technicians (ARNG and AIR) must have an AKO account to enter EBIS account.

If an account is not established an employee will be restricted in making benefit elections and changes (FEHB, TSP, FEGLI & apply for Retirement). This site is where you make all changes to health insurance, life insurance and elect or change your TSP contributions. If you have questions on how to accomplish please feel free to contact the HRO Tech Svcs Branch, Ext 7110 or 7127

1. After registered CAC on AKO go to: www.abc.army.mil
2. Click on "Employee Benefits Information System (EBIS)" to register.
3. Click on "NEW USER"
4. Enter your "SSN" and Temporary PIN with your Month and Year of birth (MMYY)
5. Enter your "New Pin". (Can use CAC PIN) and "Re-enter PIN" -
6. Click "Continue"
7. Enter "SSN" and PIN to Login.
8. Your information is located here. "TRANSACTIONS" is where you will make elections and changes to your FEHB, FEGLI or TSP.

- **MY BIZ:** (View and print employment documents): <https://compo.dcpds.cpms.osd.mil/>

To view Civilian Personnel data from official personnel records including actions documented on SF-50 (appointment, salary changes, ect), position, salary, benefits, awards and performance. May update personal information.

1. MyBiz login at: <https://compo.dcpds.cpms.osd.mil/>
2. Register your CAC.
3. USERNAME is "SSN" with dashes

Guides and training tutorials at: <http://www.cpms.osd.mil/hrbits/selfservice.aspx>

- **OPF (Official Personnel Record):** Web based benefits and actions are here and will continue to expand. You will be receiving in the next 12 months documents which no longer may be retained by regulation in your OPF as we prepare for transition to electronic personnel records. It is very important that you retain various documents from your civilian and military careers.

Performance Management Program & Performance Appraisal Application (PAA):

PAA is the automated tool used in conjunction with the Performance Management Program.

Every federal employee should be logged into MyBiz. Supervisors and employees after closing out the previous year's appraisal should be starting in MyBiz/MyWorkplace with the new performance plans.

Regulations, documents, presentations and information can be found under Technician Branch, Performance Management at <http://www.neguard.com/HRO>

1. Closeout Procedures: NGNE 430 T1 & T2 forms should be closed out effective 31 December 2010 (unless postponed):

a. Employees that have performed under established Performance Standards for a minimum of 120 days will be closed out with an effective date of 31 December 2010. The rating period may be extended to accomplish the closeout appraisal.

b. Closeouts dates may be different for newly hired employees or those who have had a change of rater. If an employee has not been afforded the opportunity to perform under established Performance Standards for a minimum of 120 days prior to 31 December 2010, the closeout appraisal may be postponed. The postponement should not be extended longer than necessary to permit 120 calendar days to be met. This will be at the discretion of the supervisor with the employee's concurrence. Notification will be given to HRO-Tech Services Branch of the date the closeout appraisal will be projected to end, at which time the new rating cycle will begin for 2010-2011.

c. Employees currently on a trial/probation period, an official performance appraisal cannot be completed until the employee has completed 12 months of Federal service. The employee will convert into the new performance appraisal program after they complete their trial period.

2. What did not change? (a) Trial/Probationary ratings; (b) Postponement of ratings; (c) Communicating performance plans; (d) Below Fully Successful actions; (e) Performance Improvement Plan (PIP) and (f) Appeal Process

3. What did change? (a) Official annual period will be 1 October to 30 September each year; (b) Five (5) level rating method of Outstanding, Excellent, Fully Successful, Marginal and Unacceptable; (c) Close out assessments during the rating period; (d) Input and tracking of assessments and appraisals accomplished in Defense Civilian Personnel Data System (DCPDS) Performance Appraisal Application (PAA) located under MyBiz and MyWorkplace; and (e) A minimum of 2 critical elements (generally 3 to 5). No non-critical elements (no gray areas).

4. Involvement: The NG Performance Appraisal Application (PAA) was developed to be user friendly.

a. Use the framework for developing and evaluating critical elements of: (1) SMART; (2) MARST; and (3) STAR.

b. Managers and supervisors will: (1) Lead change; (2) Ensure employees participate and understand PAA; (3) Apply new regulatory and procedural requirements, and (4) Link mission plans to individual performance.

c. Employees will: (1) Stay informed; (2) Participate in the process.

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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 15 Feb 11 – a total of 76% 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

Coverage for Adult Children

A provision of the new "Health Care Reform Law" allows coverage for adult children up to age 26 under a parent's policy. Dependent children cannot be excluded from coverage even if the dependent has access to his or her own employer coverage. The adult child does not have to live at home or be a student and can be married.

According to the (PPACA) Patient Protection and Affordable Care Act, this goes into effect at the beginning of the next policy's plan year on or after September 23, 2010.

State employees will be able to enroll their dependents in both the medical and vision plans during the next open enrollment period for coverage that becomes effective 7/1/2011. We are still waiting for confirmation from Ameritas to see if they will also be adopting this provision allowing dependents to be covered up to age 26 for dental coverage.

More information should be available at Open Enrollment time.

You can go to the Benefits website to review information on the State's insurance plans -

<http://www.das.state.ne.us/personnel/benefits/index.html>

Please use this throughout the year and at open enrollment.

Status Changes During Plan Year, Terminating Coverage

Making Changes During the Year - - - - (This is reprinted from the most recent Open Enrollment Guide)

Please be sure to read all of this section. There are important rules and deadlines that determine when coverage will end and premiums will change if you have a status change that allows you to drop a dependent from your coverage or drop all coverage.

It's important that you carefully select your options during Open Enrollment. The choices you make during Open Enrollment remain in effect until June 30, 2011. You can make limited changes at other times during the year only as a result of a qualifying event as defined by the IRS.

These qualifying events include:

- A marriage, divorce or legal separation
- The birth or adoption of a child
- The death of a spouse or dependent child
- A dependent losing eligibility due to age, student status or marriage
- A change in employment status for you or your spouse if it affects your benefit eligibility
- A change corresponding with a spouse's open enrollment period at his or her place of employment

Any change in coverage must be made within 30 days of the change in status or you will not be able to change your coverage until the next Open Enrollment period or another qualifying status change. Documentation of the status change must be provided to your agency Human Resource office before the change will be approved.

If you or a covered dependent experience a qualified status change that allows you to terminate your insurance coverage, you have **30 days** to complete the necessary paperwork and provide the proper documentation. **Coverage will terminate the first of the month following the request; no refunds or retro terminations will be allowed.**

As an example, if you have a status change such as a spouse gaining new employment and the spouse is newly eligible for benefits starting (effective) March 15, 2011, **you need to have paperwork completed, signed and delivered to human resources personnel** by the last day of March in order to have the premiums stopped at the end of March. If paperwork is submitted in April (on or before April 13 – the end of the 30 days) then the premiums would stop at the end of April. Remember that for most status changes **you will need some type of documentation.**

Paperwork can also be started before the status change event.

If paperwork is not delivered within 30 days of the status change date or when other benefits become effective, for most status changes, you will not be able to drop the State's insurance until the next open enrollment.

If you need forms or have questions contact Tim Diedrichsen at 402-309-7131.

Zoo Memberships

Enrollment time for zoo memberships will be here soon.

The zoo enrollment period will run from February 21st through March 18th. Electronic copies of the membership form will be available on February 21st. If you need an electronic form or a printed copy please contact the human resources office. The forms will have information on the various memberships and the phone numbers for the zoos so you can ask questions.

Please fill out the form completely and legibly and submit to Tim Diedrichsen on or before March 18th.

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AGR Personnel

Army and Air:

The AGR Office Staff:

SFC 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:

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:

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.

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.

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

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.

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>

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

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.)

Invitation to join Special Emphasis Program (SEP) Group

The Special Emphasis Program (SEP) Group is currently accepting nominations for members. Technician (military and civilian), AGR and State employees are eligible to join the Group with the support of their supervisor. The purpose of the SEP Group is to educate fellow employees about diversity in the Nebraska National Guard, as well as work with leaders in our organization to identify and correct any barriers for advancement. This is accomplished through special events, membership training, regular SEP meetings and publication of Bridging the Gap newsletter. Members do not have to be part of a protected class.

This group meets on a monthly basis for approximately two hours, as well as conducts heritage events approximately once per quarter and annual training for eight hours. Time commitments vary, depending on scheduled activities. Members are encouraged to attend a minimum of 75% of all events. The TAG endorses and supports the SEP Group's endeavors, as evidenced by his personal participation in heritage events and SEP meetings.

If you are interested in becoming a member, please contact Ms. Rosenthal at 402-309-7108 or lavonne.rosenthal@us.army.mil. Please consider being a part of this vital and enthusiastic group.

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