



HRO-11-04
15 April 2011

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Technician Personnel

Technician Branch Staff:

**Technician Branch Manager
Classification/Manpower**

MAJ Paul Borzekofski	x7116
SMSgt Deb Burling	x7125
SSG Christa Wilhelm	x7119
Ms. Denise Anderson	x7109
Ms. Deb Tankesley	x7118
SPC Ashley Baeza	x7110

**Recruitment, Staffing & Pay
Services/ Benefits**

Training / Career Development	MSgt Jody Schmidt	x7127
	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

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

Federal Length of Service Awards (Apr):

10 Years:	Joseph E. Hraban	Spencer D. Hansen
	Joseph P. Woodshank	
	Scott A. Clayton	Michael J. Kucera
15 Years:	Kathryn R. Claypool	
20 Years:	David S. Rasmussen	
25 Years:	Michael T. Harrell	

Federal Employee Retirements: None

FEHB and Affordable Care Act – Children until Age 26

Basic information was e-mailed on 24 Mar 2011. Highlights are:

1. An enrollee cannot remove a child under age 26 from family coverage unless certain criteria are met.
2. Children of Federal Employees or Retirees that become Federal Employees will remain on their parent's coverage.
3. Turning 26 will be considered a Qualifying Life Event (QLE) for enrollment if previously covered under a parent's FEHB.
4. Children with private insurance will remain covered under the parent's FEHB.

If you have questions on FEHB please contact MSgt Schmidt, X7217 or SPC Baeza, X7110.

Open Season-Federal Long Term Care Insurance Program-(FLTCIP)

FLTCIP is available to federal employees and their spouses/same-sex domestic partners and active members of the uniformed services and their spouses. With an abbreviated underwriting. The Open Season is **4 Apr – 24 Jun 2011**. Once common misconception about long term care is that it is primarily nursing home care. Most long term care recipients receive assistance at home from a family member, friend, or professional home health aide. The cost of long term care in dollars paid:

- The average cost of a home health aide has risen to \$19 per hour. Five hours of care five days a week costs roughly \$1,900 a month, or \$22,800 a year.
- The national average for assisted living is \$2,962 a month, or \$35,544 annually.
- The national average for a semiprivate room in a nursing home is approximately \$5,566 a month, or \$66,795 annually.

Planning for long term care is unpleasant but considering the high costs of care, planning ahead is essential in assuring as many options as possible if the need arises. The FLTCIP provides industry-leading benefits and offers flexible options that allow enrollees to tailor coverage to meet their needs. To learn more about FLTCIP's features and benefits, visit www.LTCFEDS.com, or call 1-800-LTC-FEDS (1-800-582-3337).

Voluntary Leave Transfer Participants

The following employee has been approved to become a leave recipient under the Voluntary Leave Transfer Program for leave purposes:

Jason McCord, WG-11, Army National Guard
Mike Marlar, GS-12, Army National Guard

Employees who would like to voluntarily donate annual leave may submit their OPM donor forms to the Human Resources Office, ATTN: HRO-Tech Svcs. An OPM Form 630-A is used when the employee is in the same agency as the donor and an OPM 630-B when in a different agency. Air Guard and Army Guard

are considered different agencies. Forms can be located at the HRO website, Technician Branch under Voluntary Leave <http://www.neguard.com/HRO/Technician%20Branch/index.html>

Human Resources Information Systems (HRIS)

HRIS Staff

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

Current Self Service log in statistics:

As of 15 Apr 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

Performance Appraisal Application (PAA)

Information regarding the PAA in DCPDS along with instructions on how to navigate this new Appraisal application is located at this URL under the Performance Management Section.

<http://www.neguard.com/HRO/Technician%20Branch/index.html>

Please be sure to check with HRO if you have any questions regarding PAA.

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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

OPEN ENROLLMENT (OE)

Open Enrollment for State employee will begin on May 2, 2011, 7:00 a.m. Central Time and will end on May 20, 2011, 5:00 p.m. Central Time. Employees may make changes for the next plan year that begins on July 1, 2011 and runs through June 30, 2012. **All State employees, including temporaries, need to complete the OE process by computer in EnterpriseOne (EDGE) system even if they are going to decline all State insurance options or are not changing any of their current coverages.**

To enter into the OE process should be able to go to <http://edge.ne.gov> and click on the Open Enrollment icon. Read all instructions when completing your enrollment. Make certain that you are reading all of the text in each screen **by using the scroll bar(s)** to get to the bottom of each page.

For the Flexible Spending Accounts (FSAs), you must make your election and choose your dollar amount (per pay period), even if you are currently participating in the same FSA. Remember to pay attention and estimate carefully when completing OE so you are entering a correct and reasonable amount.

Life insurance and Long Term Disability will not be available along with the rest of the insurance choices in the computer system. **If you wish to change, start or terminate these coverages you must request the proper forms from Human Resources.** Some changes (going to a better benefit or skipping a level of life insurance) will require underwriting. In this case, an employee would complete an enrollment form AND a health questionnaire. Please note that the insurance companies may request a medical examination in relation to the underwriting process. The cost will be the employee's responsibility. Last year the cost of a medical examination, related to life insurance underwriting was around \$90.00. There is no cost to move up one level of life insurance (ex. Two times annual salary to three times annual salary) or to start at the very first level – flat \$5,000 or \$10,000.

If you have questions about any of the insurance plans you will want to visit the Benefits website at www.das.state.ne.us/personnel/benefits and look at the on-line Options Enrollment Guide (starting April 27, 2011). There will be videos of vendor presentations that you can access on the site. You can also call the phone numbers on the last page of the Options Enrollment Guide (starting May 2, 2011). In addition to information on the various plans, employees can search for in-network doctors on the BlueCross BlueShield, Ameritas or EyeMed vendor websites. When using the "Locate a Provider" window on the EyeMed Vision Care site, go to the dropdown menu (for selecting your network), click on "Access" then enter your zip code and click "submit". Always ask providers, before going to an initial appointment, if they participate in the plan you selected.

The Open Enrollment Guide will not be distributed in printed form. If you need a hard copy, please contact the State HR office and we can print one for you.

ENTERPRISE ONE (EDGE) HELP / QUICK LINK ICONS / HELP DESK

If you have trouble completing a task in EnterpriseOne, check out the training manuals that are available at <http://edge.ne.gov> . Other information is available on printing pay stubs, W-4 review, leave balances and the WeSave program. During open enrollment, employees should be able to click on the links for the AS Benefits Webpage, the Options Guide and Open Enrollment Training. Please contact the Help Desk with questions and to report problems at 471-4636 or email them at cio.help@nebraska.gov

When trying to access the EDGE webpage from home you don't need to type the "http://" or "www" in front of the main part of the address. You should be able to type just the "edge.ne.gov" in the address bar. If you are having trouble accessing EDGE from home check out the Technical Help section at <http://edge.ne.gov> . Review the Basic Computer Requirements and Internet Explorer Settings links.

HEALTH FITNESS / HEALTH ASSESSMENTS / BIOMETRIC SCREENING INFO

Participants can begin to complete their Health Assessment as of April 1, 2011. If you complete your biometric screening at the Military Department's screening event (or other sites) your information is

loaded into your Health Assessment (HA) on the Health Fitness website within a few days. You can complete your HA before you complete your biometric screening. Employees (and spouses, if applicable) need to complete Health Assessments by May 31, 2010 to qualify for the Wellness PPO plan for the 2011/2012 plan year. Also remember that you (and spouses, if applicable) need to complete a biometric screening to qualify for the Wellness PPO plan.

This year's biometric screening event is once again at the Joint Forces Headquarters Conference Room (1234 Military Road) on Monday May 23, 2011 from 7:00 a.m. to 11:00 a.m. If you cannot attend the on-site event there are two other options. First there is the Home Kit. It must be ordered by April 20th and mailed in envelope provided no later than April 30, 2011. There is also an Alternative Means Screening form that you can take to your doctor to be completed. It must be mailed or faxed by April 30, 2011. If you fax, be sure to save your 'successful fax confirmation receipt' for your records.

For further information how to participate in each screening option, visit www.wellnessoptions.nebraska.gov then click on "wellnessoptions" in the left toolbar. On the next screen click on "(STEP 2) BIOMETRIC SCREENINGS".

For information on the WellnessOptions programs and Wellness PPO plan qualification requirements visit the website above or call 866-956-4285.

The following items are allowed for participation on company time: Open Enrollment, Health Assessment, onsite biometric screenings, sending and receiving e-mails to/from HealthFitness to/from your work e-mail. Submitting activities are allowed on a State computer, but is to be done on personal time (lunch time or break). Participation is in no way to be considered part of or arising out of employment for the purposes of workers' compensation or for any other purpose.

The State's Health Fitness website link is now available on the Army Portal. It's located on the lower right side under the heading "Links".

ADDRESSES - KEEP THEM CURRENT

All employees should make sure their address is kept up-to-date. If your address is not correct or you have an address change, be sure to contact the Human Resources Office – State Personnel (HRO-SP) in the TAG Building to **request an Address Change Form to make any changes**. It's important to submit address changes as soon as possible because you want to have mail from insurance vendors, the retirement office and HRO-SP going to your correct address. It also helps insure that the State does not have any extra costs related to incorrect addresses. Contact Tim Diedrichsen 402-309-7131 or Jessie Bockelman 309-7132. Be sure to fill out a change of address card with your local post office so that any mail that goes to your old address can be forwarded to your new address.

RETIREMENT NEWSLETTERS / BENEFICIARIES

The Nebraska Public Employee Retirement System newsletters are no longer being printed and sent to employees. Please visit the Retirement website to view the newsletters. You can get to the newsletters by going to www.npers.ne.gov then clicking on Publications/Videos under the Member Info along the left side of the screen. Then scroll down to Newsletters and look in the right-hand column under State – County – DCP. You can view current and previous year's newsletters.

Keep all **your** retirement beneficiaries up-to-date. **Your retirement beneficiaries are updated separately from your life insurance beneficiaries**. If you have major life events you'll want to get the proper forms and fill them out. The retirement beneficiary forms are available on the retirement website and the life insurance beneficiary forms (you use the enrollment form) are available on the benefits website or from the human resources office. Retirement beneficiary forms are returned to the retirement office and life insurance beneficiary forms are returned to the human resources office.

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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:

Officer and Warrant Officer Candidate Schools.

Approval of the Chief of Staff will be required prior to entry of an AGR Soldier into any commissioning program such as the State Officer Candidate School (OCS) or State Warrant Officer Candidate School (WOCS). Requests for attendance at the state OCS or WOCS will be considered on a case-by-case basis and must be endorsed through the chain of command for consideration. AGR Soldiers may apply to an active component Officer Candidate School or Warrant Officer Candidate School (WOCS) only if they have been selected for an Officer/Warrant Officer position and are to be assigned into that position immediately upon commissioning. All Soldiers who are accepted into an OCS/WOCS program will be removed from the EPS list.

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%20extend%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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