



HRO-13-04
15 April 2013

[HRO Web Site](#)

[Job Announcements](#)

[HRO Staff](#)

[Technician Personnel](#)

Federal Length of Service Awards

Federal Employee Retirements

Address Changes

Benefit Changes

Thinking About Retirement (Insurance)

Tech Travel and Training

[State Personnel](#)

Health Fitness – Health Assessments – Biometric Screenings

Open Enrollment

Addresses – Keep them Current

Retirement Newsletters / Beneficiaries

[AGR Personnel](#)

ARMY

AGR Branch Portal

Rest and Recuperation Leave

Bank Account Information

Paternity Leave

Leave Carryover

Stabilization Waivers

DTS

Leave Tracking System

ADOS

GRAP/ESAR

Child Care Fee Assistance

AIR

TRIWEST

DENTAL

Transition Assistance Advisor

Leave Carry Over

Paternity Leave

Child Care Fee Assistance

[Equal Employment Office/Diversity/Organizational Development](#)

Diversity Strategic Plan, Part 4

[Back to Top](#)

Technician Personnel

Technician Branch Staff:

Technician Branch Manager Classification/Manpower

MAJ Edwin Davis x8414
SMSgt Deb Burling x8187
OC Jessica Pan x8182

Recruitment, Staffing & Pay Benefits & Services

Ms. Denise Anderson x8177
Ms. Deb Tankesley x8173
MSgt Jody Kouma x8190 (out of office 1 Oct 12 – 1 Jun 13)
SSG Christine Braun x8179

Technician Training /Travel

Ms. Diane Voichoski x8184
SGT Michelle Berry x8185

UPDATED – HRO website: <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Federal Length of Service Awards (Feb):

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

10 Years: Jeremy Samples (ARNG)
15 Years: Jesse Arant (ANG)
20 Years: Christopher Weskamp (ARNG)
25 Years: Theodore Pafford Jr. (ANG)
30 Years: David Wiese (ARNG)
 Lyle Urbanec (ANG)

Federal Employee Retirements:

Glen Curtis (ARNG) – 19 Apr
Eugene Rains (ARNG) – 31 May
Teresa Flynn (ARNG) – 31 May
Randy Markwardt - 31 May

Address Changes:

Everyone needs to review their correspondence address in MyPay. The address in DFAS is used for is mailing documents pertaining to civilian employment such as proof of military deposits and TSP uses TSP matching, annual reports and for other administrative mailings.

Benefit Changes:

FEHB, FEGLI and TSP changes are accomplished on EBIS – www.abc.army.mil
Information on these plans can be located on EBIS or OPM at www.opm.gov/healthcare-insurance/ and
TSP at www.tsp.gov

Federal Employees Health Benefits (FEHB): Sign up or plan changes for New Hires, Open Seasons, Qualifying Life Event (QLE) or Return to Duty (RTD) from military duty over 30 days.

Federal Employees Group Life Insurance (FEGLI): Sign up for New Hires or changes due to QLE's.

Thrift Savings Program (TSP): Sign up or change allotment amount deducted from bi-weekly pay.
Option changes for Traditional or Roth.

Thinking About Retirement (Insurance):

When you retire:

FEHB - You are entitled to continue health benefits coverage if you have been continuously enrolled for the 5 years immediately before the date of retirement. The 5 year requirement period can include time covered as a family member under another persons FEHB or time covered under TRICARE as long as you were covered under an FEHB enrollment at the time of retirement. Premiums are the same and you will be eligible to make changes during Open Season or when you experience a qualifying life event. If you cancel your FEHB you will not be able to re-enroll unless you had suspended it in order to enroll in Medicare, TRICARE or other similar government programs. If you want your surviving family members to continue FEHB after your death, you must be enrolled for Self and Family at the time of your death and at least one family member must be entitled to an annuity as your survivor.

FEGLI - You are eligible to continue your FEGLI life insurance coverage(s) if you had the coverage for 5 years immediately before your separation date or all period(s) of service during which that coverage was available to you. You will choose how you wish your coverage(s) to continue during your retirement. You cannot elect or increase coverage after you retire. You may reduce or cancel the coverage.

FEDVIP - You can continue coverage into retirement. There is no 5 year requirement.

FLTCIP - Federal Long Term Care Insurance continues into retirement provided you continue to pay premiums.

FSAFEDS - You will no longer be eligible to participate. Your FSA will terminate as of the date of your retirement, and you will not be eligible to enroll as an annuitant. Any remaining funds for which you have not incurred eligible expense while employed will be forfeited. You can still submit claims for expenses incurred prior to the date of your retirement. If you used your entire elected amount before you contributed all of it from your pay, you will not be responsible for the remaining payments

Technician Travel & Training

Welcome SGT Michelle Berry! SGT Berry is now on board as a HR Assistant working in Information Systems and Technician Travel/Training. Please stop by to introduce yourself if you are in the area. You may also contact Michelle at 402-309-8185 or michelle.l.berry32.mil@mail.mil.

DTS Authorizations - ARNG

Remember to check DTS to verify your authorization is approved before traveling. We've had recent cases where technicians could not file travel vouchers when they returned because their DTS authorization never got approved.

Substantiating Records - ARNG:

Please upload your Letter of Instruction (LOI)/Memorandum of Instruction (MOI) to the Substantiating Records area in your DTS authorization.

Human Resources Information Systems (HRSIS)

HRSIS Staff

SMSgt Mike Courtney – HRSIS Manager – x8189
SGT Michelle Berry – HR Assistant – x8185

My Workplace and PAA

If you are a new Supervisor of Technicians and don't see a My Workplace link on the DCPDS Portal page, please contact SMSgt Courtney or SGT Berry. We will check to ensure you are coded correctly in the system. This new responsibility takes a couple of days to appear once you are coded as a supervisor in DCPDS, so your patience is appreciated.

PAA – (Performance Appraisal Application): if you are a new supervisor of Technicians, please check to ensure you can see all of the Technician employees you supervise within My Workplace. If you don't see those you need or see other Technicians, please contact us and we will help sort it out for you.

State Personnel

[Back to Top](#)

HRO-SP Staff

HR Manager	Ms. Kari Foote	x8172
HR Assistant/Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant/Payroll	Ms. Jessie Bockelman	x8178

HEALTH FITNESS - HEALTH ASSESSMENTS – BIOMETRIC SCREENINGS

As of April 1, 2013 participants are able to complete their Health Assessment. If you completed your biometric screening at the Military Department's screening event, that information should have been loaded into your Health Assessment (HA) on the Health Fitness website. You would then need to answer all the other questions on your HA. You can complete your HA before you complete your biometric screening and the information would be loaded into your HA later. **Employees (and spouses, if applicable) need to complete Health Assessments by May 31, 2013** to qualify for the Wellness plan for the 2013/2014 plan year. Also remember that you (and spouses, if applicable) need to complete a biometric screening, by May 29, 2013 to qualify for the Wellness plan.

If you were not able to attend the Military Department's on-site screening event there are two other options besides scheduling a screening at another site. First there is the Home Kit. It must be ordered by April 20th and mailed in envelope provided no later than April 30, 2013. 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, 2013. If you fax, be sure to save your "successful fax confirmation receipt" for your records.

For further information how to participate in each biometric screening option and to complete your HA, visit www.wellnessoptions.nebraska.gov. After you log in you can click on various links to learn about the screening options, view the screening locations, schedule screening appointments and complete your health assessment.

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

On the Home page of the wellnessoptions site you can click on "[Learn more](#) about the 2013-14 Wellness Plan qualifications." link (below the Wellness Plan Checklist) and then click on Biometric Screenings or Health Assessment in the green bar along the left side of the screen to view information and get to more links related to those steps.

Remember that employees (and spouses, if applicable) need to complete all three steps on the Wellness Plan Checklist (on the WellnessOptions website) in order to be eligible for the State's Wellness insurance plan in the coming fiscal year.

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 (WellnessOptions) website link is available on the Army Portal along the right side of the screen.

OPEN ENROLLMENT

There are no dates set for Open Enrollment yet and we don't have any information on the premium rates. There will be information available before open enrollment so employees can learn about the insurance plans and changes that may have occurred since the last open enrollment. There will most likely be a video that can be viewed on your computer to learn about open enrollment.

Emails will be sent out to let you know about the open enrollment timeframe, when videos will be available and where questions can be answered.

ADDRESSES - KEEP THEM CURRENT

All employees should make sure their address is kept up-to-date. Employees can make changes directly in the Employee Work Center (EWC). It's important to enter 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. After you log in to the EWC, click on the "All About Me" link at the top of the screen then click on the Personal Information icon. Underneath the word "change" you will be able to go to Contact Information. In the next screen you will use the Edit button, that's just under your name, to make changes.

RETIREMENT NEWSLETTERS / BENEFICIARIES

The Nebraska Public Employee Retirement System newsletters are no longer printed and sent to employees. Please visit the Retirement website to view the newsletters. You can get to them 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, if needed, and fill them out. The retirement beneficiary forms are available on the retirement website. Retirement beneficiary forms are returned to the retirement office, using the address in the upper right-hand corner, after being notarized.

Beneficiary changes related to your insurance coverage can be made in the Employee Work Center. After you log in click on the "All About Me" link at the top of the screen then click on the Benefits icon. Underneath the word "change" you will be able to go to Benefits. On the next screen there will be a Benefit Change Type box. Click on the triangle to get a list and click on Beneficiary Change and then enter the Benefit Event Date (this can be the current date). Click on Submit at the bottom of the screen and follow the process to make changes. Make sure to print out any confirmation of the change for your records.

[Back to Top](#)

AGR Personnel

Army and Air:

The AGR Office Staff:

LTC Brent Flachsbart, AGR Manager (402) 309-8174

SFC Jacob Widhalm, Human Resources Assistant, (402) 309-8186

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Air Vacancy Announcements, SF 52
- FTSMCS Leave Administrator

SFC Roger Ramos, Personnel Sergeant, (402) 309-8183

- Army Separations and Retirements
- AGR Travel (DTS)
- AGR Mobilizations
- AGR PCS Manager
- Career Status Bonus Manager

SSG Amber Engelman, Personnel Services Sergeant, (402) 309-8181

- Air staffing and AROWS Orders
- FTE Orders and Tracking
- Army Appointment and Reassignments
- AGR Pay and Entitlement Issues
- Air AGR Appointments and Reassignments
- Good Conduct Medals
- Air Occasional AGRs

Army:

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.

Reassignments: - AGR's need to complete DA5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

DTS – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

TRICARE Dental Program – MetLife has begun administering the TRICARE Dental Program effective 1 May 2012. Claims should still be processed through United Concordia. Service Members and family members should have received information from MetLife outlining the change. The transition to MetLife only affects traditional Service Members and their family members and the AGR family members enrolled in the TRICARE Dental Program. AGRs enrolled in the Active Duty Dental Program (ADDP) will not be affected, United Concordia will continue to administer the ADDP.

Pay and Entitlement Documents – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection, confinement and sick-in-hospital for more than one day), DA Form 4836 Extensions.

Mob Augmentee – Mob Augmentees who are continuing on orders in FY 12 need to submit the following documents to the AGR Branch: 350-11, MEDPROS printout, completed DA Form 1058-R, APFT and Height/Weight within 6 months, updated DA Form 5960. Females must have a pregnancy test within 15 days of the start of a tour renewal. Mob Augmentees can register themselves in the AGR leave tracking system. This is the preferred method for the AGR Branch to track leave. The DA Form 31 is still required to be printed and forwarded to Mil Pay.

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 Ramos.

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 Whisenhunt, (402) 309-1572.

TriCare Dental Program: MetLife's contract to administer the TDP began 01May2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is 2LT Nicholas Curto and can be reached at 402-309-1738 or Nicholas.curto@us.army.mil for further questions and information.

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 2015. Visit the following web site for more information: https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/ALARACT_022_2013_ANNOUNCEMENT%20OF%20EXTENSION%20OF%20THE%2075%20DAY%20LEAVE%20CARRY%20OVER%20THROUGH%2030%20SEPTEMBER%202015.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.

[Back to Top](#)

[Equal Employment Office/Diversity/Organizational Development](#)

(Point of contact for the following information is LaVonne Rosenthal, 309-8111.)

Diversity Strategic Plan – Part 4

In order to keep Military Department employees and members up to date on our diversity program, our 2013 Diversity Strategic Plan will be printed in several parts over the next few months. To get a complete copy of the plan, please contact Ms. Rosenthal. Following is the fourth and final segment.

Strategic Focus Areas

1. Community Outreach and Partnerships

- a. Enhance outreach and exposure in minority and under-represented communities.
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b. Partner with both private and public community agencies to network diversity initiatives, programs and training.

c. Include diverse individuals and groups in creation of heritage month celebrations to enhance shared knowledge of the Nebraska Military Department employees and the respective culture.

2. Recruitment and Retention

a. Emphasize and support recruiting opportunities within emerging demographic communities to meet current and future readiness needs.

b. Identify and involve community partners and centers of influence to enhance communication between the Nebraska Military Department and diverse communities.

c. Emphasize retention of all qualified military members through formal or informal mentoring processes.

d. Recognize the contributions of Nebraska Military Department members and employees through our state Excellence in Diversity award. Award winners at the state level will be forwarded for recognition at the national level.

3. Education and Training

a. Provide annual opportunities for education and training of senior leaders, managers, commanders as well as soldiers, airmen and civilians at all levels of the organization through leadership development programs.

b. Recognize specific cultures during respective heritage months.

c. Commanders, leaders and managers are encouraged to conduct heritage events in their specific units and organizations, and forward documentation of such activities to the State Diversity Initiatives Coordinator (HRO).

State and Organizational Demographics

Annual statistics on the demographics in the Nebraska Military Department are available in several documents: Annual Narrative Statistical Report (ANSR), Affirmative Action Plan (AAP) for the State and an AAP for the ANG, as well as Management Directive 715, relative to technician employees in the area of affirmative employment programs.

For current demographics, please contact the State Equal Employment Manager (HRO).

[Back to Top](#)