



HRO-08-14
15 Aug 2014

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Technician Personnel

Technician Branch Staff:

**Technician Branch Manager
Classification/Manpower**

MAJ Edwin Davis	x8414
Deb Burling	x8187
2LT Jessica Pan	x8182
Ms. Denise Anderson	x8177
MSgt Jody Kouma	x8190
SPC Amanda Almanza	x8197
SGT John Winterfeld	x8173

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

Technician Training /Travel

Ms. Diane Voichoski x8184
Vacant x8185

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

Federal Length of Service Awards (May & Jun):

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.

JULY 2014

10 Years: Joshua E. King
Christopher S. Mitchell

15 Years: Shawn L. Miller
Steve R. Fisher

20 Years: Wendy K. Johnson
Pamelia J. Geistlinger

25 Years: Michel J. Larrew

Federal Employee Retirements:

Thomas Cerny (ARNG)

FERS-FRAE Deductions and Payroll

DFAS payroll has reported to federal agencies that the payroll system will be ready to accept the new FERS-FRAE beginning 27 July 2014. Employees who were hired after 1 Jan 14 fall under the FERS-FRAE. The new contributions is 4.4%, however due to systems not being updated, employees deductions have been at the rate of 3.1%. Employees will see correct deductions made for FERS-FRAE with the paycheck of Friday, 15 Aug 2014 (Air) or Thursday, 21 Aug 2014 (for Army).

DFAS will calculate the debt owed from 1 January 2014 to 26 July 2014 for the 1.3% difference that was not deducted and notify affected personnel by debt via email or mailing address. At that time, employees will be provided payment options, such as payment of the debt in full or by installment (not less than \$25.00 per pay period/biweekly) via payroll deduction.

Employees who are affected will be notified by HRO NLT 25 July 2014.

TSP "Take Five" Campaign

The Thrift Savings Plan has launched the "Take FIVE for Your Future" educational campaign encouraging civilian employees to take advantage of free government TSP matching contributions by putting at least 5 percent from each paycheck into their account. The campaign which also includes a [YouTube video that highlights the plan's five core funds and five lifecycle funds](#) available for employee investments. Air Force civilians can make TSP elections through the Employee Benefits Information System (EBIS). To learn more about the TSP "Take FIVE for Your Future" campaign, visit the [TSP website](#).

Technician Official Personnel Files-Going Electronic

The Official Personnel Files (OPF) on ALL Federal Employees were packed and picked up by the contractor on 9 July 2014. It is projected the files will be scanned in 3-5 weeks. Upon notification, HR will send out info how to access eOPF website. Employees receive notifications via the email reflected in their MyBiz account. Ensure ALL employees have a current and valid email address in this account.

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Technician Travel & Training

Human Resource Development Staff

Mrs. Diane Voichoski – HRDS – x8184
Vacant- x8185 – Info Systems & HR Development Assistant

SF 182 - Authorization, Agreement and Certification of Training

The SF 182 is the request for training for all technicians. Here is the link:
<https://states.gkoportal.ng.mil/states/NE/Directorates/J1/Tech/Documents/SF182.xfdl>

We only need the 1st two pages of the SF182 and only ONE supervisor signature on page #2.

DTS Substantiating Records – ARNG:

Remember to attach the LOI/MOI as a substantiating document to DTS authorizations.

DTS authorizations – mandatory statement:

The following statement is required in DTS authorizations.
“Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means. “

Approval for Non-DoD sponsored events:

The DoD/NGB conference policy requires that attendance at most non-DoD hosted events be approved by TAG. This approval requirement applies to training from commercial vendors. COL Wilken emailed the template to request attendance at a non-DoD hosted event on 3 July 2014. If you need a copy, let me know and I'll forward his email to you directly. POC for this article is diane.s.voichoski.civ@mail.mil, x8184

□

PEC Course DTS Authorizations:

Remember to note the course number (examples: ITTC-XXX, LTC-XXX, HRR-XXX) in the trip description block. This is a PEC requirement.

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Human Resources Information Systems (HRSIS)

HRSIS Staff

SMSGt Mike Courtney – HRSIS Manager – x8189
Vacant – 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. I 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 me and I will help sort it out for you.

DCPDS Employee - Manager (EM) Portal

NGB/TNH is currently hosting DCO events each Thursday at 0800 and 1400 hrs respectively. The training can be accessed via <https://connectcol.dco.dod.mil/employeemanager/>

A reminder has been added to the HRO SharePoint site with the link added. If you are unable to attend the DCO, I have included the EM Portal slides for you to view. The EM Portal is set to replace both My Biz and My Workplace, but an effective date has not been set by NGB. Be sure to get familiar with this new portal application. Let SMSgt Courtney know if you have any questions!

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State Personnel

HRO-SP Staff

HR Manager	Ms. Polly Putney	x8172
HR Assistant/Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant/Payroll	Ms. Bonnie Shipley	x8178

Charitable Giving Campaign

If you haven't already, you should receive a pledge sheet and a brochure soon listing all the organizations that receive funding through the State's Charitable Giving Campaign. If you choose, you may designate one or more specific organizations to receive your contribution or you can contribute to one or more of the three umbrella agencies. This year the Campaign (2014) will run through August 29th.

Please return your pledge sheet in the envelope provided, to those in your area that are gathering pledge envelopes, no later than August 29th even if you are not choosing to contribute. If you're not sure who the person for your area is please call Trish Petersen at 402-309-1563.

If you choose payroll deductions for contributions they will be entered at a later date and will begin with the first check in the 2015 calendar year. If doing payroll deductions, the total payroll Campaign contribution for the year should be divisible by 24, since the deductions will be taken over 24 pay periods for the calendar year. You can also contribute by check or cash.

CAC Card Renewal Process

There is a new process for obtaining a Common Access Card (CAC) through the military system (TASS) when your current card expires. Each employee should check their current CAC (top right hand corner) to verify the expirations date. If your card is expiring within the next SIX MONTHS, please contact the State Human Resources Office. Current employees who have not had an investigation with inquires, will be required to submit the paperwork necessary for completing a new investigation. The "inquires" portion of the investigation is a requirement for civilian employees.

New hires will be vetted to ensure the proper investigation is completed to obtain a CAC as well.

Employee and Supervisor/Manager of the Year

The Governor of the State of Nebraska traditionally proclaims October as Employee Recognition Month. Nominations have been submitted and selections made for the Governor's Employee Recognition Program. Watch for the future notices about the time and location of agency ceremonies and State

ceremonies to honor those selected for Employee and Supervisor/Manager of the Year and those selected as a runner up.

Retirement - Account Beneficiaries

It's a good idea to check every so often that you have current beneficiaries on file with the Nebraska Public Employees Retirement System (NPERS) office. Employees want to be sure that, in the event of their death, the money in their retirement account is going to the correct person. If no beneficiaries are chosen there could be an extra cost for children or spouses because account balances may need to go through the probate process. If you're not sure if you have current beneficiaries or any beneficiaries on file with NPERS, give them a call at 402-471-2053 (toll free at 1-800-245-5712). **The beneficiaries that you put in the Employee Work Center for your life insurance coverage do not update the beneficiaries that you have on file at the NPERS office.**

In order to establish or change beneficiaries employees need to complete a form. Employees can get the Beneficiary Designation form from NPERS website: npers.ne.gov (look under Forms – Under Member Info – along the left side), request one from the Retirement office or Human Resources could print one out for you. Complete the form and then go to a notary and sign the form in their presence. Once the form is completed and notarized, mail it to the NPERS address at the top of the form. Employees could also drop the form off in person at their office. If employees mail the form they should call the Retirement office five to ten days after mailing it to confirm they have the form on file.

Updated Retirement Handbooks

New State Employee Retirement System handbooks are available on the retirement website. This is for the mandatory retirement plan. The direct link is:

<http://npers.ne.gov/SelfService/public/howto/handbooks/handbookState.pdf>

New Deferred Compensation Plan Voluntary Retirement handbooks are also available on the site. This is for the retirement plan where the employee makes the investment decisions. The direct link is:

<http://npers.ne.gov/SelfService/public/howto/handbooks/handbookDCP.pdf>

Harassment

Harassment is....

- A form of discrimination
- An exercise of power
- Verbal or physical conduct that belittles, or shows hostility or aversion toward an individual because of their race, color, religion, gender, national origin, age, disability, veteran or military status

Harassment has the purpose of....

- Creating an intimidating, hostile, or offensive work environment or
- Unreasonably interfering with an individual's performance or
- Adversely affecting an individual's employment opportunities

Harassment is a very serious and damaging practice because it demeans the individual and creates an unacceptable stress in our work environment.

- This results in decreased productivity, work effectiveness, morale, etc.

It's imperative that everyone in our agency comply with both the spirit and intent of laws, government regulations, and agency policy which relate to harassment.

There is a continuing and urgent need for the agency, at all levels, to assure a work environment free of sexual or any other form of harassment.

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AGR Personnel

Army and Air:

The AGR Office Staff:

MAJ Ed Davis, AGR Manager (402) 309-8171

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 Jenna Schneider, 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

UnitedHealthcare: Effective 1 April 2013, health coverage switched from Triwest to UnitedHealthcare. To see a list of available PCM's, go to <https://www.uhcmilitarywest.com/>. To qualify for Tricare benefits, service members must ensure DEERS is up to date (dependents and active duty tours). Maintaining current CAC keeps DEERS enrollment and ensures medical and dental benefits are not interrupted. POC is SSG Garrett, (402) 309-1872.

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 SSG Garrett, (402) 309-1872.

TriCare Dental Program: MetLife's contract to administer the TDP began 1 May 2012. 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 SSG Travis Garrett and can be reached at 402-309-1872 or travis.s.garrett.mil@mail.mil for further questions and information.

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, reference the FY 2013 National Defense Authorization Act.

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.

Extending Benefits to Same-Sex Spouses: On 13 August 2013, Secretary of Defense Chuck Hagel made the announcement of extending benefits to same-sex spouses of military members. Entitlements such as TRICARE enrollment, basic allowance for housing (BAH) and family separation allowance are retroactive to the date of the Supreme Court's decision. Any claims to entitlements before that date will not be granted. For those members married after June 26, 2013, entitlements begin at the date of marriage. Commanders may grant non-chargeable leave to Service members who are in same-sex relationships and are assigned to duty stations located more than 100 miles from a U.S. state that allows same-sex couples to marry, for travel to a state or jurisdiction that allows same-sex couples to be married. Eligible Service members assigned CONUS may be granted non-chargeable leave for a period of up to 7 days; eligible Service members assigned OCONUS may be granted non-chargeable leave for a period of up to 10 days. Marriage leave may be granted only once during the career of a Service member. For additional information, please see the Nebraska's HRO page on GKO.

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 DA 5960'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.

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.

FTNGD-OS/Mob Augmentee – All Soldiers coming on FTNGD-OS tours greater than 30 days need to in-process with SSG Engelman. Call to set up an appointment. Females need to have a pregnancy test completed with Med Det no sooner than 15 days prior to the start date of orders.

Meal collection while at AT or Schools – If you are attending a School or Annual Training where government meals are available, you need to complete a DA 4187 and spreadsheet showing the dates government meals were available for BAS collection. Both documents need to be sent to HRO and we will send to finance 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 Schneider.

BAH for Deployed Soldiers: Effective 3 April 2013, when an AGR is mobilized for active duty other than AGR duty without a break in service, the member's BAH/OHA is based on the PDS and rate protected. The change requires Basic Allowance for Housing (BAH) to remain at the Permanent Duty Station (PDS) rate when a Soldier transitions from Active Guard Reserve (AGR) to active duty, without a break in service. AGR Soldiers mobilized prior to 3 April 2013 and receiving BAH/OHA based on primary residence will continue to receive this rate until they transition back to AGR duty.

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

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

Office Relocation

The Equal Opportunity Office along with the Sexual Assault Prevention and Response Program Office have relocated to the first floor set of offices in Room 1104. Ms. Rosenthal is in Room 1108; SFC Simms in Room 1106, and SFC Hytrek is in 1104. Telephone numbers remain the same.

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