



HRO-12-12
15 December 2012

[HRO Web Site](#)

[Job Announcements](#)

[HRO Staff](#)

[Technician Personnel](#)

Federal Length of Service Awards
Federal Employee Retirements
e-Retirement
TSP 2013
TSP Catch-up
Electronic-Official Personnel Record (e-OPF)
FERS-RAE New Hire Retirement Plan – 31 Dec 12
Military Deposits – Proof?
Technician Incentive Awards
Use or Lose Annual Leave
Federal Holidays (2012 & 2013)

[State Personnel](#)

W-4 Forms
Comp Balances
Unused Comp Payout Requests
Leave and Overtime in Same Week
Wellness Plan Requirements Checklist

[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](#)

NSTR

[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)

Training / Career Development

SSG Christine Braun x8179
Ms. Diane Voichoski x8184
SSG Tonya Wagner x8185

Information Site (HRO website): <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Federal Length of Service Awards (NOV & DEC):

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.

November:

10 Years: Shane Martin (ARNG)
Bryan Scholtes (ANG)
Paul Vasa (ANG)
15 Years: Rebecca Betts (ARNG)
20 Years: Glen Curtis Jr. (ARNG)

December:

15 Years: Jeffrey Rexus (ARNG)
20 Years: Rex Mathers (ARNG)
Monte Davison (ARNG)

Federal Employee Retirements:

Rocky Heberlee (ANG) – 2 Nov 2012
Matthew Swetland (ANG) - 14 Dec 2012
Wade Dickey (ANG) - 14 Dec 2012
Michelle Smith (ANG) – 21 Dec 2012
Timothy Keesecker (ARNG) – 28 Dec 2012
Paul McFarland (ARNG) – 31 Dec 2012
David Sloss (ANG) – 2 Jan 2013

e-Retirement:

ABC-C (EBIS) will be deploying a new on-line retirement tool called e-Retirement. Employees will be able to accomplish retirement actions. The tool is not mandatory. It will provide technicians with another means of accomplished their retirement documents.

TSP 2013:

The 2013 IRS elective deferral limit is \$17,500.

This means eligible employees may make up to \$17,500 of regular TSP contributions for the 2013 calendar year. Remember, traditional contributions are tax-deferred and Roth contributions are after-tax. You can designate your biweekly contribution amount to any dollar or percentage amount

TSP Catch-up: If you are at least age 50 (or will become age 50 during the calendar year) and if you are making the maximum contribution into the TSP during the calendar year (i.e., \$17,500 for 2013) you can make catch-up contributions to your TSP account (as much as \$5,500 per year). Remember, Catch-up contributions must be elected each year.

Please visit the website at www.tsp.gov for updated information on your benefits.
To change or elect visit www.abc.army.mil

Electronic-Official Personnel Record (e-OPF):

e-OPF is coming. You may have received documents such as applications because we are screening the hard copy files according to official filing regulations. When the program and site becomes available employees will be able to review their documents such as SF-50's, TSP, FEHB, FEGLI, designation of beneficiaries and other official actions that are recorded during a career. It will be similar to the ANG – PRDA and the ARNG – IPERMS.

FERS-RAE New Hire Retirement Plan – 31 Dec 12:

Effective 31 Dec 2012, newly hired federal civilian employees will be under FERS-RAE which changes the deduction for retirement contributions to 3.1%. FERS-RAE means Federal Employees Retirement System – Revised Annuity Employees. There are exceptions for some rehires. Current FERS employees contribute .8%.

Military Deposits – Proof?

Paid a military deposit according to your LES in block #20?

If “yes”, please proceed.

If “no”, please review if you may want to make a deposit for FERS retirement credit.

Do you have proof of payment from DFAS on a letter (besides your LES)?

If “yes”, did you send a copy to HR Tech Svcs for filing in your OPF?

If “no”, please contact SSG Braun or Deb Tankesley. To receive the proof of payment letter for your Official Personnel Folder (OPF) the HR office is required to submit a request to DFAS to have the letter mailed to you. Upon receipt of the letter please scan, distro or drop it by Tech Svcs.

If you want to make a military deposit for FERS retirement credit purposes please contact SSG Braun or Deb Tankesley on information on how to proceed.

Technician Incentive Awards:

As of 14 Dec 2012, the following Nebraska Military Department Technicians were recognized for their dedication and efforts in accomplishing the mission of their respective units by receiving Sustained Superior Performance (SSP) Awards or Quality Step Increases (QSI).

SSP:

Denise Anderson (ARNG)
Michael Courtney (ANG)
Jeffrey Geiger (ARNG)
Jeffrey Horne (ANG)
Charles Kreifels (ANG)
Brenda Ruhrer (ARNG)
Allen Simpson (ANG)
Shaun Tebo (ANG)
Dylan Welsh (ARNG)
Benjamin Wolfe (ARNG)

Blake Bivona (ARNG)
Kevin Daehling (ANG)
Rocky Heberlee (ANG)
Scott Kennec (ARNG)
Cory Languis (ARNG)
Chris Saltzgaber (ARNG)
KC Sohl (ARNG)
William Triplette (ANG)
Adam Wochnick (ANG)

Lindsay Bustamante (ANG)
Cole Foster (ANG)
Gene Hendricks (ARNG)
Evan Kirkpatrick (ARNG)
Jeffery Martin (ANG)
Shawn Sheets (ARNG)
Jeffrey Switzer (ARNG)
Diane Voichoski (ARNG)

QSI:

Michael Akin (ANG)
Deborah Burling (ANG)
Jeffrey Mathemeier (ANG)
Bryan Scholtes (ANG)
Deborah Tankesley (ARNG)

Douglas Amend (ARNG)
Guy Canter (ARNG)
Morgan Mathis (ARNG)
Jason Schroeder (ANG)

Guy Boden (ANG)
Donald Dissmeyer (ANG)
Joey Meyer (ANG)
Susan Spence (ANG)

Use or Lose Annual Leave:

For 2012 the leave year will end 12 Jan 13. Technicians may carry over into the next leave year a maximum of 240 hours of accrued annual leave. Employees must "use" their excess annual leave by the end of a leave year or they will "lose" (forfeit) it.

Federal Holidays (2012 & 2013):

Federal law establishes the following public holidays for Federal employees.

Holidays on OPM: www.opm.gov/Operating_Status_Schedules/fedhol/2013.asp

2012

25 Dec – Christmas

1 Jan 13 -- New Years Day

2013

21 Jan - Martin Luther King, Jr. Birthday

18 Feb – Washington's Birthday

27 May – Memorial Day

4 Jul – Independence Day

2 Sep – Labor Day

14 Oct – Columbus Day

11 Nov – Veterans Day

28 Nov – Thanksgiving Day

25 Dec – Christmas

1 Jan 14 - New Years Day

When a holiday falls on a non-workday for an employee covered by a compressed work schedule and the actual holiday date is not a Sunday, the last regularly scheduled workday preceding the holiday is the employee's in lieu of holiday.

If an actual holiday date falls on Sunday: Employees whose basic workweek is Monday through Friday the Monday immediately after is the legal holiday. For employees covered by a compressed work schedule (i.e. Tuesday – Friday) the holiday is the first regularly scheduled workday following the Sunday holiday as the in lieu of holiday off. Actual date holidays are 4 Jul, 11 Nov, 25 Dec and 1 Jan each year.

Technician Education and Training

It's not too early to be gathering your information for FY 13 Travel and Training request. Have you thought about what training you or your people need for FY 13? We will be asking for it soon. You can also input your request into DTS already and have them ready to go for when you travel.

Helpful things to remember:

Please upload your LOI and MOI to the Substantiating Records in your authorizations. Trip Description is also required when completing your authorizations.

Human Resources Information Systems (HRIS)

HRIS Staff

SMSgt Mike Courtney – HRIS Manager – x8189

New Army Email addresses

The Army Guard has migrated to the DOD Enterprise Email System, please remember to go into the DCPDS Self Service applications (My Biz or My Workplace) and change your email address. **This is very important as this email address in Self Service is used for PAA and eOPF.**

****New DCPDS Self Service User Guide****

A new My Biz/My Workplace Self Service User Guide has been posted to the following URL:

<http://ne.ng.mil/ArmyGuard/Pages/MyBiz.aspx>

Please take the time to review this new updated guide for instructions to access and update your information in My Biz and to access your employees' information in My Workplace.

Performance Appraisal Application (PAA)

It is now time to complete your Technician Appraisals, so you need to be getting into My Biz or My Workplace to complete a Self Assessment and the Appraisal. If you having any problems with PAA, please contact SMSgt Courtney via email or call 8189.

Many of you have now logged into either My Biz or My Workplace, and are working in the PAA part. One reminder to all of us, in order for PAA to work properly, every Technician **must have their work email address entered in their account so the notification process will work as designed**. If you are not receiving an email informing you that an action requires your attention or something is being completed with your PAA Plan or Appraisal, then you need to verify that your email address is entered into your account.

In order to do that, log into the DCPDS Portal @ <https://compo.dcpds.cpms.osd.mil/> Open the My Biz or My Workplace application and look for "Update my Information" link. The block to enter your work email address is right on that screen. Be sure to save your update. I would then go back in and ensure the update was applied to your account by navigating back to that update screen and verifying your email address is there.

As you complete your appraisals, be sure to print a copy and send it to HRO/Benefits and Services section for filing. Whether you are a Technician supervisor or Technician employee, you can view/print any completed Performance plan or Appraisal within PAA at the bottom of the main PAA screen.

Information regarding the PAA in DCPDS along with instructions on how to navigate the 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.

[Back to Top](#)

State Personnel

HRO-SP Staff

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

W-4 Forms

Do you need to change your exemptions so that more or less taxes are withheld from your check? You'll need to complete a W-4 form (with signature and date) and return it to the State Human Resources office (2nd floor of the Joint Forces Headquarter building).

You can get a W-4 form from the IRS website at <http://www.irs.gov> or contact HR personnel. Employees should be able to look at W-4 information on the LINK website (link.ne.gov) in the lower right-hand corner. You will be asked to log in to the Payroll and Financial Center (PFC) (formally NIS). Or if you're already in PFC you can just go to the 'Review W-4' menu selection under Self Service. The marital status here (in PFC) is what the payroll system uses to calculate taxes. This may be different that what employees have in the Employee Work Center (EWC). Please note carefully the actual marital status and the **tax** marital status on the 'Review W-4' screen, in PFC.

Employees can change their marital status in Employee Work Center. This does not automatically change the marital status that is used in PFC. **Employees that have a marital status change, and make the change in EWC, should submit a W-4 form to the State Human Resources office** so the marital status is updated or, at the very least, a new W-4 can be put in the employee's file. The tax marital status in PFC will be updated by HR if necessary.

If an employee got married during the year and wanted to show they got married on the W-4, but not change how they were withholding taxes, they could check the box on the W-4 labeled "Married, but withhold at higher single rate".

Comp Balances

Employees can check their comp balances by going to the LINK website (link.ne.gov) and going to the 'Review Leave Balances' in the lower left-hand corner, in addition to looking at leave balances, in PFC (formerly NIS) under 'Leave Balance Inquiry' in the Self Service menu selection or looking at balances while completing time entry for a pay period.

A comp balance is not displayed on the checkstub (also viewed on the LINK website or in PFC). Vacation, sick and comp balances are current as of the end of the last pay period that was processed. Bi-Weekly pay periods end on Sundays, 10 days before the check date for that pay period.

Unused Comp Payout Requests

Per Section 12.11 of the NAPE/AFSCME labor contract "Between December 25 and December 31 of each year, an employee may elect by notifying the Agency in writing, to receive payment for unused compensatory time . . .".

Please be sure to submit your request in the proper timeframe. At times, not all comp time can be paid out to an employee, especially if it has been earned recently. Calculations will be made by HRO-SP as to how much comp can be paid out. Employees can state in their compensatory time payout request that they "would like to receive payment for all eligible unused compensatory time" or they can request a certain number of hours.

Leave and Overtime in Same Week

When an employee takes leave, such as vacation, sick or comp time, and then later in the same week works more than their regularly scheduled hours on one or multiple days, the leave time should be reduced until the total hours for the week equals 40 or the leave is eliminated all together.

The main principal that employees want to keep in mind is that only hours worked over 40 should have overtime pay codes. Pay codes 60 (OT at 1.0X) and 90 (COMP @1.0) should not be used except by those that work at the ANG Base fire station (employees at the fire station have different schedules and have different rules in regards to recording overtime). If you have questions please contact one of the HR staff.

Wellness Plan Requirements Checklist

Remember, if you are considering enrolling in the Wellness medical plan in the spring of 2013 or are currently on the Wellness plan be sure that you are completing one of the wellness programs or are at least signed up for a program **before** the end of the 2012. Employee on any of the State's four medical plans can go to the www.wellnessoptions.nebraska.gov website to view wellness information. If you are not currently on one of the State's medical plans and want some general information contact Tim Diedrichsen at 402-309-8180.

Do you have questions on whether or not you've completed all the steps that will allow you to continue in the Wellness medical plan? Employees should view the steps that Health Fitness has recorded as being complete. **Visit** their website at www.wellnessoptions.nebraska.gov. Health Fitness has a Wellness Checklist which shows the steps that need to be completed. A checkmark will appear on the completed steps. Please click on the "Completed Criteria Activity" (above checklist) and "Learn more" (below checklist) links to review detailed information on the Wellness PPO plan qualifications and take action.

If you are a new employee and have signed up for the Wellness plan, you will need to go to the site and click on the "New Visitors Click Here!" link and follow the instructions to create a password. New employees (and enrolled spouses) need to complete the online Health Assessment within about two

weeks of receiving a notification letter from Health Fitness. Employees (and enrolled spouses) should receive these letters about 3 to 4 weeks after the effective date of any insurance elections. As an example, a new employee (and an enrolled spouse) who has insurance starting on September 1st will receive their letter around the last week of September. The employee (and enrolled spouse) will need to complete their Health Assessment(s) by the date noted in the letter. When logged into the Health Fitness website, look under the "My Assessments" link that appears in the menu bar along the left side of the screen.

[Back to Top](#)

[AGR Personnel](#)

Army and Air:

The AGR Office Staff:

LTC Craig Strong, AGR Manager (402)309-8175)

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

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Good Conduct Medals
- Air Vacancy Announcements, SF 52
- Air Occasional AGRs
- 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

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 ADPP.

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 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.

[Back to Top](#)

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

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