



HRO-01-14  
15 January 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 (Jan):**

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: Brenda A. Ruhler (ARNG)  
Hunter C. Isley (ARNG)  
Patrick C. Bruning (ARNG)  
Steven M. Klein (ARNG)

15 Years: Matthew M. Zimmerman (ARNG)

20 Years: Sundance N. Miller (ARNG)  
Aaron D. Couture (ANG)

30 Years: Carrie L. Hancock (ARNG)  
Georgia K. Kroese (ARNG)

**Federal Employee Retirements:**

Michael T. Sabatka, 31 Jan 14

**HR Assistant-NEW**

Please welcome, SGT John W. Winterfeld to the HR office and working benefits in the Technician Branch! SGT Winterfeld was a 42A in the Army Reserves and transferred to the Army National Guard in October.

**Annual Weingarten Rights**

The Labor Relation Statue at 5 USC section 7114(a)(3) requires each agency to "annually inform its employees of their rights under paragraph (2)(B) of the above subsection." Each year, management must notify bargaining unit members of their statutory "Weingarten" right.

Title 5 United States Code (USC) section 7114(a)(2)(B), Representation Rights and Duties, provides an exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if:

1. The employee reasonably believes that the examination may result in disciplinary action against the employee; and
2. The employee requests representation.

Upon a valid request for union representation from a bargaining unit employee, management has three options;

1. Grant the request and notify the union that a meeting to examine a bargaining unit employee is going to take place and that the employee has requested union representation;
2. Stop questioning the employee and continue the investigation without interviewing that employee; or
3. Offer the employee a clear choice to either continue the interview without representation, or have no interview.

"Weingarten" right applies only to bargaining unit employees.

## **Federal Holidays (2014):**

Federal law establishes the following public holidays for Federal employees. Holidays on OPM:  
<http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview>

### 2014

20 Jan - Martin Luther King, Jr. Birthday	17 Feb – Washington’s Birthday
26 May – Memorial Day	4 Jul – Independence Day
1 Sep – Labor Day	13 Oct – Columbus Day
11 Nov – Veterans Day	27 Nov – Thanksgiving Day
25 Dec – Christmas	1 Jan 15 - 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: Actual date holidays are 4 Jul, 11 Nov, 25 Dec and 1 Jan each year. 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.

## **TSP/Catch-up Contributions Info**

The TSP limit on employee contributions for 2014 is \$17,500, same as 2013. In addition, the limit on catch-up contributions is \$5,500. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year, you may also make catch-up contributions to your TSP account. The TSP website offers calculators and paycheck estimator to maximize your contributions. Visit [www.tsp.gov](http://www.tsp.gov). Any changes need to be accomplished to TSP contributions must be made in EBIS: [www.abc.army.mil](http://www.abc.army.mil) or by calling: 1-877-276-9287.

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## **Technician Travel & Training**

### **Human Resource Development Staff**

Mrs. Diane Voichoski – HRDS – x8184  
Vacant – x8185

### **SF 182 - Authorization, Agreement and Certification of Training**

The SF 182 is the request for training for all technicians. Here is the link:

<http://ne.ng.mil/ArmyGuard/Tech%20Branch%20Documents/SF182.pdf>

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

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## [Human Resources Information Systems \(HRIS\)](#)

### HRIS Staff

SMSgt Mike Courtney – HRIS 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.

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## [State Personnel](#)

### HRO-SP Staff

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

### **Leave Balancing**

Employees will see vacation leave balance adjustments, if any, in the second paycheck in 2014. The check date will be 1/22/2014. Employees may see these adjustments go through in their leave usage if there is not a separate adjustment line. Pay is not affected, as hours related to adjustments will have no dollar value assigned to them.

### **W-4 Forms**

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

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

Employees may change their marital status in Employee Work Center (EWC). This does not automatically change the marital status that is used in Payroll and Financial Center (PFC). **Employees who have a marital status change, should submit a W-4 form to the State Human Resources Office** so the marital status can be updated and a new W-4 can also be put in the employee's file. The tax marital status in PFC can be updated by HR if necessary.

If an employee gets married during the year and wants to show married on the W-4, but not change how taxes are withheld, one could check the box on the W-4 labeled "Married, but withhold at higher single rate".

## **Workers' Compensation**

Workers' Compensation in Nebraska is designed to provide certain benefits to employees who sustain injury by accident or occupational disease arising out of and in the course of their employment, and who are not willfully negligent at the time of the injury. It should not be confused with unemployment compensation.

Workers' Compensation applies to every governmental agency within the State of Nebraska. Therefore, employees within the Nebraska Military Department are covered by Workers' Compensation. An injured employee may obtain benefits if:

- (1) the injury was caused by an accident or disease that arose out of and in the course of his or her employment;
- (2) the employee was not willfully negligent at the time of the injury;
- (3) the employment was in the usual course of the trade, business, profession, or occupation of the employer; and
- (4) the injury occurred in Nebraska; or the employer was performing work in Nebraska or the employment was principally localized within this state, whether or not the injury occurred in Nebraska; or the contract of hire was made in Nebraska and the employer was engaged in business or performing work in Nebraska, whether or not the injury occurred in Nebraska.

Our employees' health and safety is a priority of the Nebraska Military Department. It is important that all employees follow safety procedures and bring potential hazards to your supervisor's attention to avoid employee accidents and injuries. In spite of this, accidents may still occur. When an injury occurs, it must be reported **IMMEDIATELY** to your supervisor/manager and/or Human Resources.

- **The supervisor/manager is responsible for completing the First Report of Alleged Occupational Injury or Illness form and submitting it to the Human Resources Office for State Personnel (HRO-SP).**
- **The employee must fill out an Employee Injury/Incident Report (Form EN) and a Choice or Change of Doctor form even if the employee does need to be seen by a physician. The form should also be submitted to HRO-SP.**
- **Any witnesses who saw the incident, should complete and return the Witness Form to HRO-SP.**

If the supervisor/manager does not have these forms available, please contact HRO-SP and the forms will be sent to the employee and supervisor/manager.

Occasionally, the employee may need to seek outside medical attention or miss work. If the employee does not have a regular physician or their regular physician will not take Workers' Compensation cases, and he/she needs to seek medical attention due to a work-related injury, the Human Resources Office will assist the employee in getting in to see a physician as soon as possible. The employee must take a **Return to Work form (RTW)** to the physician and return it to the HRO-SP no later than 24 hours after the appointment.

Please contact Tim Diedrichsen at 402-309-8180, if you have additional questions.

## **Retirement Beneficiary Forms**

The retirement office – the Nebraska Public Employees Retirement System (NPERS) is in the process of verifying and updating retirement beneficiary data. They said they discovered that a good percentage of members' beneficiary forms are over 10 years old or that they have never received a form. They are asking employees to fill out a new Beneficiary Form if they have had a major change in their life (marriage, divorce, birth of a child, etc.) in the past year or have not filled out a form in five years. A copy of the form can be located on their web site at:

<http://npers.ne.gov/SelfService/public/forms/membershipForms/beneficiary.pdf> .

Remember to fill out the form completely THEN you will need to sign the form in the presence of a notary. Employees do not need to fill in the "Retirement Number" field as long as they enter their Social Security number on the form. Once the form is notarized, it should be sent to the retirement office at the address at the top of the form, just under the NPERS logo – 1526 K St., Ste 400 PO Box 94816 Lincoln, NE 68509-4816.

If an employee is not certain if they have a form on file or who their beneficiaries are, they need to write a letter to NPERS requesting their beneficiary information.

If employees have other questions they can contact NPERS Customer Service at (800) 245-5712.

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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 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

**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) 309-1541.

**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](http://www.addp-ucci.com) further explains how to utilize the program. POC is SSG Garrett, (402) 309-1541.

**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 ADPP.

The State Medical Benefits Officer is SSG Travis Garrett and can be reached at 402-309-1541 or [travis.s.garrett.mil@mail.mil](mailto: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](mailto: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](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 Leave 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](mailto: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 r 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.

**ADOS/Mob Augmentee** – All Soldiers coming on ADOS 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 via 4187** – If you are attending a School or Annual Training where meals are available, you need to complete a DD 1475 collecting your BAS for the period that meals were available. The DD 1475 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.

**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.)*

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