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Technician Branch Staff:

Deputy HRO	Maj Nancy Curtis	x8144
Supv Human Resource Spec	Mrs. Deb Burling	x8187
Classification/Manpower	2LT Jessica Pan	x8182
Recruitment, Staffing & Pay	Mrs. Denise Anderson	x8177
Benefits & Services	MSgt Jody Kouma	x8190
	SPC Amanda Almanza	x8197
	SGT John Winterfeld	x8173
Technician Training /Travel	Mrs. Diane Voichoski	x8184
Labor Relations	Mr. Jason C. Grams	x8185

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

Federal Length of Service Awards (August & September):

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.

October 2014

10 Years: Scott M. Sokolik
Tollie H. Yoder
Jeffery A. Holbrook
Joshua K. Robinson

25 Years: Mark A. Talbert
Morgan J. Mathis

November 2014

10 Years: Larry C. Vancura
William P. Nolan
Anthony J. Schuman

15 Years: Jeffrey P. Switzer

20 Years: Paul M. Savick

25 Years: Mary A. McGahan

December 2014

10 Years: Jason L. Schroeder

15 Years: Jesse J. Hraban

25 Years: Paul G. Smedra Jr
Craig A. Bartels
Allen D. Simpson

Federal Employee Retirements:

Donald W. Wiemer (ANG)

Annual Weingarten Rights Notice:

The Labor Relation Statute 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.

Use or Lose Annual Leave

Employees may carry over to the next leave year a maximum of 240 hrs of accrued annual leave. Employees must "use" their excess annual leave by the end of a leave year or they will forfeit it. For leave year 2014 the leave year will end 10 Jan 14.

Federal Holidays (2014 & 2015)

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

11 Nov 14 – Veterans Day
25 Dec 14 – Christmas

27 Nov 14 – Thanksgiving Day
1 Jan 15 -- New Years Day

2015

19 Jan - Martin Luther King, Jr. Birthday
25 May – Memorial Day
7 Sep – Labor Day
11 Nov – Veterans Day
25 Dec – Christmas

16 Feb – Washington's Birthday
3 Jul – Independence Day
12 Oct – Columbus Day
26 Nov – Thanksgiving Day
1 Jan 16 - 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 Contributions Limits Increase

The Internal Revenue Code places limits on the dollar amount of contributions you can make to TSP. Contribution limits for 2015 for elective deferral limit is \$18,000 and the limit amount for TSP Catch-Up Contributions is \$6,000.

TSP changes or elections are made through EBIS, www.ebis.army.mil OR by phone at 1-877-276-9287, Option 3.

Home Address in MyPay

Have you moved lately? The next time you log into MyPay account, please click on the correspondence address in the civilian window to ensure the system reflects a current address! It is pertinent to have a valid mailing address to receive items such as TSP annual statements and all tax information, which includes W-2s, W2-Cs and tax certificates, in a timely manner. Updated addresses will alleviate the need of requesting tax documentation reissues after the original mailing.

Donated Leave Recipient

The following Army Guard employee is approved as a leave recipient under the Voluntary Leave Transfer (VLT) program.

Lynn M. Weiland, GS-06, Secretary (OA)-AASF#1, recovery and absence from work due to broken ankle, in addition, still managing care and attending doctor's appointments for husband's cancer treatments.

Technicians who would like to voluntarily donate "ANNUAL" leave may scan their OPM donor forms to jody.l.kouma.mil@mail.mil, or distro to JFHQ,HRO-Tech Svcs. Upon receipt of the form, block # 10 will be filled out by HR.

An OPM OF 630-A would be used by ARNG technicians (same agency-Dept of the Army). An OF 630-B would be used for ANG technicians (different agency, Dept of the Air Force).

Forms and information are located on the HRO, Technician Branch website, under Leave, Voluntary Leave: <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Technician Travel & Training

Human Resource Development Staff

Mrs. Diane Voichoski – HRDS – x8184
SrA Mayte Ruiz- x8266 – Info Systems & HR Development Assistant

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.”

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Human Resources Information Systems (HRIS)

HRIS Staff

CMSgt Mike Courtney – HRIS Manager – x8189
SrA Mayte Ruiz- x8266 – Info Systems & HR Development Assistant

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 CMSgt 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.

PAA training courses have been conducted during the month of October to help all employees process thru the Appraisal application. Two DCO events and two hands on training sessions have been conducted to help Employees, Raters, and Higher Level Reviewers better understand how to successfully navigate the Appraisal portion of PAA. The training slides are located at this URL on the Army SharePoint site:

<https://states.gkoportal.ng.mil/states/NE/Directorates/J1/PAA%20%20Performance%20Appraisal%20Application/Forms/AllItems.aspx>

Please let CMSgt Courtney know if you have any PAA system questions.

MyBiz+

MyBiz+ is the next evolution in the expansion of the DCPDS Self Service that provides relevant, actionable information in a timely and user-friendly accessible format. Employees are able to view the majority of the information currently available in their My Biz accounts. Update capability in MyBiz+ is the same as the update capability was in My Biz/Update My Information. Upon entry of MyBiz+ , employees see a dashboard like Home Page with boxes of quick-reference data called "Views", which link to more detailed data screens within the major categories of Personal; Pay, Leave and Benefits; Professional Development; Position; and Performance. A view called "Key Services" provides quick links to the most often needed areas for updating, namely request for employee verification, updating contact information (employee's email address); and updating professional development (education/training). Please access this newly revised Portal and provide feedback to NGB on what you see.

Let Chief 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

Leave Balancing

Employees will see vacation leave balance adjustments, if any, in the second paycheck in 2015. The check date will be 1/21/2014. 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. The vacation carryover limit is 280 hours (336 hours for fire fighters).

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 (2nd 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 view W-4 information by going to the LINK website (link.ne.gov). Look under 'Hot links' in the lower left-hand corner of the screen. 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 Tax 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 tax 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, a person 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 Newsletter / Beneficiary Forms

A new edition of "Retirement News" for State and County plan members is now available on the NPERS website. <http://npers.ne.gov/SelfService/public/newsletter/newsletterDC2015Jan.pdf>

The retirement office – the Nebraska Public Employees Retirement System (NPERS) is in the process of verifying and updating retirement beneficiary data. 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 the last 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.

Unused Comp Payouts

Requests for payout of comp balance hours, that were made in the last week of 2014, will be made with the pay period that ends 1-11-2015. Employees will see this on pay check date 1-21-2015.

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AGR Personnel

Army and Air:

The AGR Office Staff:

MAJ Ed Davis, AGR Manager (402) 309-8175

CW3 Jeff Thomas, Human Resources Assistant, (402) 309-8171

- 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 Rosalba Amezcua, 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 ADPP.

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.)

NSTR
