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15 June 2012

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Paul Borzekofski	x7116
Classification/Manpower	SMSgt Deb Burling	x7125
Recruitment, Staffing & Pay	Ms. Denise Anderson	x7109
Benefits & Services	Ms. Deb Tankesley	x7118
	MSgt Jody Schmidt	x7127
	SSG Christine Braun	x7110
Training / Career Development	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

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

Federal Length of Service Awards (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.

10 Years:	Tonjaih Thomas (ARNG)
	Thomas Hanson (ARNG)
15 Years:	Toby Harm (ANG)
30 Years:	Barbara Haith (ARNG)

Federal Employee Retirements:

Allen Gabel (ARNG) – 2 Jul 12

EBIS (Employee Benefits): www.abc.army.mil

All Technicians (ARNG and AIR) must have an AKO account. If an account is not established an employee will be restricted in making benefit elections and changes. EBIS is required to be used to make changes to your FEHB (Health), FEGLI (Life), TSP and to apply for Retirement.

This site has many useful tools and also reflects such items as your leave balances.

If you have not registered into EBIS:

1. After registered CAC on AKO go to: www.abc.army.mil
2. Click on “Employee Benefits Information System (EBIS)” to register (right side).’’’’
3. Click on “NEW USER”
4. Enter your “SSN” and Temporary PIN with your Month and Year of birth (MMYY)
5. Enter your “New Pin”. (Can use CAC card PIN) and “Re-enter PIN” -
6. Click “Continue”
7. Enter “SSN” and PIN to Login.
8. Your information is located here. “TRANSACTIONS” is where you will make elections and changes to your FEHB, FEGLI or TSP.

DCPDS & PAA: <https://compo.dcpds.cpms.osd.mil/>

PAA: All employees should have a Performance Plan in DCPDS. Ensure you have a plan and interim reviews have been accomplished. Appraisal periods are now 1 Oct – 30 Sep each year except for new hires on probation.

To view Civilian Personnel data from official personnel records including actions documented on SF-50 (appointment, salary changes , ect), position, salary, benefits and awards.

Verification of Employment tool allows technicians to submit information to an external organization (business, bank, etc.).

1. MyBiz login at: <https://compo.dcpds.cpms.osd.mil/>
2. Register your CAC.
3. USERNAME is "SSN" with dashes

Guides and training tutorials at: <http://www.cpms.osd.mil/hrbits/selfservice.aspx>.

DTS Orders

Please get all DTS orders in for the rest of the Fiscal year ASAP. Don't wait till the last minute, as funding may not be available.

ATRRS Training Requests

Get your ATRRS training requests in for FY 2013 for PEC Classes; seats are nationwide, first come first serve, this year. Please plan according.

POC is SSG Tonya Wagner #7129 or Diane Voichoski #7126

Human Resources Information Systems (HRIS)

HRIS Staff

SMSGt Mike Courtney – HRIS Manager - x7122

****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.

Current Self Service log in statistics:

As of 15 Jun 2012 – a total of 85% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly.

If you have not logged in, do so today @ <https://compo.dcpds.cpms.osd.mil/>

Performance Appraisal Application (PAA)

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.

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State Personnel

HRO-SP Staff

HR Manager	Ms. Kari Foote	x7130
HR Assistant/Benefits	Mr. Tim Diedrichsen	x7131
HR Assistant/Payroll	Ms. Jessie Bockelman	x7132

Retirement News / Defined Contribution Plan

The most recent edition of "Retirement News" for State and County plan members is available on the NPERS website. To directly access the .pdf version, click this link:
<https://npers.ne.gov/whalecomfb0318c98356c776ad65/whalecom0/SelfService/public/newsletter/newsletterDC2012April.pdf> Or, visit the Publications page on the NPERS website at www.npers.ne.gov.

If you currently in the Defined Contribution Plan you will want to be sure to review the upcoming July retirement newsletter. The July newsletter will have more news on the election that can be made to transfer assets from the Defined Contribution plan to the Cash Balance Plan.

If you were hired on or after January 1, 2003, and had not been employed with the State before you would already be in the Cash Balance plan. Also, if you were rehired after a break in State service of more than 120 days but less than 5 years and you had a previous Defined Contribution account, it would have been converted to a Cash Balance account.

To look at information on the Cash Balance plan and review the Member handbook you can go to:
<https://npers.ne.gov/whalecomfb0318c98356c776ad65/whalecom0/SelfService/public/planInformation/state/statePlanInfo.jsp> Scroll down on this page to look at the Member Handbook (pdf).

If you have questions you can call the Retirement office at 402-471-2053 or toll free at 1-800-245-5712.

Absence From Work - NOTIFY HR

Please include all HR staff in any Leave of Absence e-mail notifications.

Every available type of authorized leave is established for State employees by Nebraska Classified System Personnel Rules, Chapter 10, or the NAPE Labor Contract, Article 14.

Leaves must be requested and approved in advance. See the Labor Contract:

Article 14.6 Vacation leave should be applied for in advance and may be used only when approved...

Article 14.12 Sick leave shall be requested in advance when possible. ... In the case of illness, injury, emergency or any other absence not approved in advance, the employee should inform the first level of supervision ... as soon as possible.

Article 14.16.4 A minimum of 30 days notice to the Agency must be provided by the employee before he or she may use Family Leave. Where 30 days notice is not foreseeable, notice must be given as early as possible.

Leave should be preauthorized through an employee's supervisor. Any substantiating evidence required for leaves such as sick leave, family leave, and other types of leave, should be submitted to the supervisor for approval with the TAG-NE Form 10. Under unusual or unforeseen circumstances, leave may be requested and approved verbally either in person or by telephone; in such cases the Form 10 should be submitted as soon as possible but no later than the first work day when the employee returns to work.

Leave of Absence (leave without pay), and Advancement of Sick or Vacation Leave require the approval of the Agency Head or his/her Designee. These cannot be approved by the immediate supervisor. They must be requested sufficiently in advance that approval can be received prior to the beginning of the leave. **Forward a memo, (this can be an email) with the dates and reason why the leave is needed, to the Human Resources Office** to get the signature of the Agency Head or Designee.

Use of vacation leave and compensatory time off may not be unreasonably denied or deferred. However, request and approval in advance may be required to provide sufficient time for work planning and scheduling.

Proper request, approval and documentation of authorized leave are serious issues. Please call one of the staff at the Human Resources office if you have any questions or need any assistance on how to submit leave requests. **It is especially important for employees to contact human resources before a period of leave without pay so insurance premiums can be adjusted or necessary paperwork can be completed.**

Review Leave Balances

Employees should review their leave balances to be sure they are not using more than their available balance and look at the publications noted below to be familiar with what leave earnings are to be per service year and per pay period. Leave earnings per service year (in hours) are available at: <http://www.nlc.nebraska.gov/epubs/P2000/T002-201113.pdf> (section 14.5 of the Labor Contract for union employees) or at: http://www.das.state.ne.us/personnel/nerules/rules_final_with_cover.pdf (Chapter 10 of the Classified System Personnel Rules for supervisors, management level and other employees) Annual leave earnings totals (in hours) are divided by 26 and rounded up to the next hundredth (even if decimal amount is less than .xx5) to arrive at the earnings rate for each pay period. On the last paycheck of the calendar year, the earnings amount for that pay period could be less than what it was for all the other pay periods in a **full calendar year**. Employees will generally see this in their first **full** four or five calendar years and when they have hit the maximum earnings rate. Earnings rates change, if applicable, in the pay period where the month and day of the employee's adjusted service date fall.

Employees can view their leave balances by clicking the leave balances link in the screen where timecards are entered or by going into the LINK website (www.link.ne.gov) and clicking on the Review Leave Balances link in the lower left-hand corner. Employees can also check their pay stubs for vacation and sick balances. Please note that you will not see a comp balance on check stubs. The number that appears on check stubs, in the YTD Amount column, out to the right of the word COMP is **not** a Comp balance. Remember there is a ten (10) day lag between the last day of the pay period (Sunday) and the check date (Wednesday).

If you don't have access to a computer and you need a printed check stub please call the Human Resources office and we can help you.

Performance Reports

Performance reports must be prepared for all employees of the Nebraska Military Department. The authority and requirement to complete performance appraisals is established in State law. Reports must be prepared:

- a. prior to completion of the original probationary period;
- b. at least annually on the employees service anniversary date; and
- c. on occasions when the supervisor desires to record performance worthy of recognition, either favorable or unfavorable. Reasons for submission of this type of special report shall be explained in the report.

After drafting the evaluation, it is recommended that the report be reviewed by the evaluator's supervisor(s) prior to discussion with the employee.

Performance evaluations are then discussed with the employee, who has the right to add his/her comments. The signing of the performance evaluation by the employee does not signify the employee's agreement with the content, but only that he/she has seen the performance evaluation, that it has been

discussed with them, and that they have been given an opportunity to comment. The evaluator should sign and date the performance evaluation. If the employee refuses to sign, the supervisor and a witness document the employee's refusal on the performance evaluation form. The employee may attach written comments regarding the evaluation if he/she desires. These comments must be submitted to Human Resources within 30 calendar days of the date of the report.

Each employee should receive a copy of his/her performance evaluation from the supervisor and a copy must be forwarded to HR-SP to be included in the employee's personnel file.

For any period in which a performance evaluation has not been made within 60 calendar days after its due date, service is considered satisfactory.

Employees shall be evaluated by their immediate supervisor. In the event of death, separation or long-term incapacitation of the immediate supervisor, the next higher supervisor prepares the performance evaluation.

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[AGR Personnel](#)

Army and Air:

The AGR Office Staff:

LTC Craig Strong, AGR Manager (402)309-7117

SFC Jacob Widhalm, Human Resources Assistant, (402)309-7115

- 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)309-7172

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

SSG Amber Engelman, Personnel Services Sergeant, (402)309-7123

- 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 – Changes are coming to the TRICARE Dental Program. MetLife will begin administering the TRICARE Dental Program effective 1 May 2012. Claims should still be processed through United Concordia. Service Members and family members should begin to receive information from MetLife in the near future. The transition to MetLife will only affect 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, TSP forms, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection and 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 Effle, (402) 309-1572.

TriCare Dental Program: MetLife's contract to administer the TDP begins 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.

SMs and family members should begin to receive information from MetLife in the near future, but I can't give you more because I don't even have a contact with MetLife at this time.

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.

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Equal Employment Office/Diversity/Organizational Development

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

Training Materials

The EEO office has a number of training videos available for Nebraska Military Department offices and units to utilize.

One of the newest videos we have is called "Ouch, That Stereotype Hurts." The objective of this video is to understand the impact of stereotypes and biased statements, even when casually said, and to enhance skills for speaking up against stereotypes without blame or guilt.

If you wish to check out this video or find out about other training materials, please contact Ms. Rosenthal at 402-309-7108 or lavonne.rosenthal@us.army.mil.

EEO Counselors Needed

IAW NGR (AR) 690-600/NGR (AF) 40-1614 (National Guard Civilian Discrimination Complaint System), in order to ensure easy and ready access to pre-complaint counseling and ensure that counseling is initiated within regulatory time limits, sufficient numbers of collateral duty EEO counselors will be appointed. They are an early point of contact for a complainant who wants to file an EEO complaint.

EEO Counselor Responsibilities:

- Advise complainants of provisions of the law governing EEO complaints of discrimination, Federal and National Guard regulations regarding the complaint process and procedures.
 - Conduct fact-finding inquiries into alleged complaints of discrimination.
 - Provide counseling; advise complainants of rights and responsibilities and the proper forum to pursue complaint.
 - Attempt to resolve complaints at the lowest level possible; maintain a thorough record of counseling and interviews between parties.
 - Assist complainants in identifying a clear and concise claim.
 - Serve as a liaison between an employee and supervisor and/or management in order to informally resolve EEO related issues
-
- Inform employees of their rights to file a formal complaint when attempts to resolve an informal complaint fails
 - Do NOT participate in the formal complaint process

EEO Counselor Requirements:

- Technician status
- Serve on a volunteer basis
- Serve for at least two (2) years
- Supervisor approval
- Requires less than 20% of an individual's work time
- Participate in a "Basic EEO Counselor Training" course (Online or classroom course, length: 32 hours, location varies) within six (6) months of appointment.
- Participate in annual informal training sessions.
- Be a member of the Special Emphasis Program (SEP) Group.
- Supervisors should NOT be an EEO Counselor due to their possible involvement in the complaint process.

Preferred characteristics:

- Ability to conduct thorough interviews (listening skills, questioning techniques).
- Ability to communicate with individuals at all levels of the organization.
- After completion of training, be able to apply regulations to ensure compliance.
- Take on a role of neutrality, to provide prompt, efficient service to the complainant in the processing of the complaint.

An employee selected as an EEO Counselor should be readily available to perform their counseling duties. If the employee's supervisor has legitimate objections to the employee serving as an EEO

Counselor, that employee's name should not be forwarded to the EEO Office. Once selected and appointed, EEO Counselors should be provided full support from their supervisors in the performance of their counseling duties, to include initial and annual training requirements.

Steps to be selected:

- 1) Letter of interest from individual with supervisor's support (via e-mail) to Ms. Rosenthal
- 2) Interview with Ms. Rosenthal
- 3) Selection/appointment

Please direct any questions to Ms. Rosenthal at 402-309-7108 (lavonne.rosenthal@us.army.mil).

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