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## Technician Personnel

### Technician Branch Staff:

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

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

### **Federal Employee Retirements:**

Staci E. Bowers, ARNG, 2 March 2015

Guy A. Boden, ANG, 6 March 2015

William J. Rowell, ANG, 20 March 2015

### **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](http://www.ebis.army.mil) OR by phone at 1-877-276-9287, Option 3.

### **Donated Leave Recipients**

The following Army Guard employees are approved as a leave recipients under the Voluntary Leave Transfer (VLT) program.

Christine E. Hytrek, GS-09, Victim Advocate Coordinator, JFHQ, for the purpose of maternity leave

Keith W. Cox, WG-10, G4, Mead, NE, wife diagnosed with multiple myeloma in May of 2012 and is hospitalized for various treatments and side effects from receiving chemo

Lynn M. Weiland, GS-06, Secretary (OA)-AASF#1, for 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](mailto: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 Awards**

HRO recently received guidance that the period of performance for a Quality Step Increase (QSI) or Sustained Superior Performance (SSP) award nomination does not have to be directly linked to the rating period on a technician's performance appraisal. While this will allow more flexibility for award submissions going forward with the period of performance you are recognizing, a technician must still have a completed appraisal for the most current rating period to be submitted and their most recent appraisal must be attached to the NGB 32 as documentation. As a reminder, the technician appraisal should reflect a rating of an overall 3 or higher for SSPs and 5 for a QSI. Additionally, the award nomination must be received in HR within 60 days after completion of the significant superior performance period of service to be recognized.

Also, while the appraisal is used as the justification in most cases when it is an award is submitted in conjunction with the appraisal (i.e. with the same dates), if you are submitting an award request for dates other than the appraisal period you will need to include justification related to those dates in the "Remarks" section of the NGB 32. SSPs submitted for performance must be based on a sustained superior performance of at least six months in the same job and grade level. QSIs must be based on a period of performance maintained for at least 12 months and in the same job and grade level. For additional

details, please refer to NENG TPR 451 dtd 1 Mar 2012. HR is accepting recommendations for performance awards up to 30 April 2015 for Army Technicians and 30 June 2015 for Air Technicians.

### **Effective Dates of New-Hire Appointments**

Friendly reminder, since October 2010, effective date of new-hire appointments are:

- a. The first Monday or Tuesday of a pay period, according to the individual's work schedule, the individual is in a federal civilian pay and duty status, and not in another pay status, completes the necessary paperwork and is sworn in as an employee OR
- b. The exception to first day of scheduled duty will only be due to extenuating circumstances. Supervisor must coordinate with HRO for approval to deviate.
- c. Intermittent appointments will be effective the first day the appointee reports for work.

### **USA JOBS APPLICATIONS**

Applying for a Dual-Status Technician Job?

When applying for dual-status technician jobs with the Nebraska National Guard, applicants need to verify the accuracy of their answers on the application questionnaire. If applicants are not truthful or make an error on their questionnaire, they will be disqualified for falsifying their application.

For example, an applicant answers he or she is in Area 1 for area of consideration, but he or she is a traditional or drill status member of the Nebraska National Guard. The applicant actually is not in Area 1 and will be considered ineligible for the announcement.

Applicants must also pay attention to the "Lowest Grade" on the questionnaire. On multi-grade or trainee advertisements, applicants must select the lowest grade for which they are applying.

For example, a Supply Technician position is advertised as a GS-6/7. An applicant selects GS-7 as the lowest grade. When the Staffing office reviews the applicant's resume and questionnaire, if the applicant's resume does not meet the GS-7 qualifications, but would meet the GS-6 qualifications, the applicant is not eligible because she or he did not request consideration for the GS-6.

If you have questions regarding the application process please contact Second Lieutenant Jessica Pan at 402-309-8182 or Ms. Denise Anderson at 402-309-8177.

### **[Technician Travel & Training](#)**

### **Human Resource Development Staff**

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

### **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.

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"Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means. "

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

### HRIS Staff

CMSgt Mike Courtney – HRIS Manager – x8189

SrA Mayte Ruiz –Info Systems & HR Development Assistant – x8266

### MyBiz+

MyBiz+ Release 2.2, was implemented on 1 March 2015. MyBiz+ Release 2.2 contains the Manager and Supervisor portion, also referred to as MyTeam. MyBiz+ for Managers and Supervisors functionality allows Managers and Supervisors to view their employees' data in My Biz+, update their employees' data, and execute, view and print reports, as they did within MyWorkplace. Managers and Supervisors will also have the capability to view, acknowledge receipt, and close notifications of pending suspense actions. The Position Hierarchy must be in place in order for managers and supervisors to view/ access their employees. Some of the functionality currently in MyWorkplace will not exist in MyBiz+ for Managers and Supervisors at initial implementation. This functionality will be restored in future patch releases, which is scheduled to take place by the end of May 2015. MyWorkplace will stay in place until the end of May 2015. In Release 2.2, technicians will no longer have access to MyBiz, MyBiz+ contains the same functionality as MyBiz. The Oracle Navigator and Favorites quick menus will be removed, which will prevent navigation to the MyBiz responsibility. The "Home" link will also be removed which had allowed users to navigate back to the Main Page, MyBiz menu. Technicians will be able to select the Performance Management and Appraisal link from the MyBiz+ Home page in the Key Services area. Department of Defense (DoD) has updated the MyBiz+ User Guide to incorporate the Managers and Supervisors - MyTeam portion. DoD plans to have marketing material available which will cover the additional functionality for MyBiz+ Release 2.2

Let CMSgt Courtney know if you have any questions!

DCPDS Portal link - <https://compo.dcpds.cpms.osd.mil/>

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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

### **Wellness Health Plan**

All employees and covered spouses, who enroll in the Wellness Health Plan (insurance plan) are required to participate in wellNEssoptions, the State wellness program, and complete three (3) key activities every year.

**Step 1: Complete a Biometric Screening**

**Step 2: Complete a Health Assessment (online)**

**Step 3: Enroll in a Wellness Program by November 20<sup>th</sup> and complete program by March 31<sup>st</sup> of the following year.**

**Reminder** - To qualify for enrollment into the 2015-2106 Wellness Health Plan, employees and covered spouse must have already completed a Biometric Screening and an online Health Assessment in the April 1 – May 31, 2014 timeframe. And, they must have already enrolled in a Wellness Program by the November 20, 2014 deadline. The Wellness Program must be completed by March 31, 2015.

Visit the wellNEssoptions website for details on how to qualify for the Wellness Health Plan – [www.wellnessoptions.nebraska.gov](http://www.wellnessoptions.nebraska.gov) or call Health Fitness Customer Service at 1-866-956-4285.

**New participants** in the Wellness Health Plan, both employees and covered spouses (if applicable), are required to complete an online Health Assessment by the last day of their first month of coverage. If employees and covered spouses (if applicable) do not complete the health assessment by the deadline their coverage will be defaulted to the Regular Health Plan, retroactive to the first day of the month that coverage began.

**Certain requirements are waived for new participants** in the Wellness Plan depending on when they first became covered on a State health insurance plan. See list below.

**Employees should watch their mail** for communications about the wellness website, wellness plan requirements and any changes to the wellness program administration.

----- **New Hires / New Plan Participants** -----

**To Elect Wellness Health Plan at New Hire**

Complete Health Assessment (HA) by end of month after health coverage begins

**To Re-Elect Wellness Health Plan on July 1, 2015**

**If Insurance Effective on (or before) April 1, 2014**

- Step 1: Complete Biometric Screening between April 1 – May 31, 2014
- Step 2: Complete HA between April 1 – May 31, 2014
- Step 3: Enroll in Wellness Program by November 20, 2014  
Complete Wellness Program by March 31, 2015

**If Insurance Effective May 1 – November 1, 2014**

- Step 1 & 2: Waived
- Step 3: Enroll in Wellness Program by November 20, 2014  
Complete Wellness Program by March 31, 2015

**If Insurance Effective between December 1, 2014 to March 1, 2015**

No additional requirements after completing New Hire HA

**To Elect Wellness Health Plan on July 1, 2016**

- Step 1: Complete Biometric Screening between April 1 – May 31, 2015
- Step 2: Complete HA between April 1 – May 31, 2015
- Step 3: Enroll in Wellness Program by November 20, 2015  
Complete Wellness Program by March 31, 2016

----- **Current Employees – Not Enrolled in Any State Health Plan** -----

**Eligible to elect Wellness Health Plan for July 1, 2015**

Must complete health assessment between July 1-31, 2015

**To Elect or Re-Elect Wellness Health Plan for July 1, 2016**

- Step 1: Biometric Screening waived
- Step 2: **If new to Wellness Health Plan on 7-1-2016**  
**Complete Health Assessment by July 31, 2016**
- Step 3: Enroll in Wellness Program by November 20, 2015  
Complete Wellness Program by March 31, 2016

Remember that the Biometric Screening and Health Assessment usually need to be completed at the beginning of the Wellness Plan Year in the April 1 – May 31 timeframe. If you are a new hire or a new participant to any health plan you may not have to complete all the steps right away.

## Open Enrollment

Open Enrollment will be May 6, 2015 through May 20, 2015. **Please make sure your Employee Work Center (Workday) password is working in April so you are ready for open enrollment when it begins in May.** If you don't know your password you can use the Forgot Password? link (one of the choices under the Sign In button) and follow the steps or call the Help Desk at 402-471-6234 to get your password reset.

## On-Site Biometric Screening / Other Options

The biometric screening for the Military Department will be on April 23, 2015 from 7:00 a.m. to 11:00 a.m. in the Third Floor Conference room in the Joint Force Headquarters (JFHQ) building. Spouse of employees should arrive at the air base earlier for their appointments so that they can have time to go through any security checks or processes. Human Resources will work on providing a list of those signed up for the biometric screening to the front gate of the air base and security guards in the JFHQ building.

Employees and spouses, if applicable, will be able to do the Heath Assessment at the onsite biometric screening. It will be one of the stations in the screening process.

Employees and Spouses (if applicable) can register for biometric screenings beginning on March 23<sup>rd</sup>. Go to the wellNEssoptions website: [www.wellnessoptions.nebraska.gov](http://www.wellnessoptions.nebraska.gov) Click on My Health then proceed to Screening then go to Schedule a Screening **OR** Call 1-866-956-4285 and choose option 1 to schedule your on-site screening.

Employees that are going to go to the on-site screenings will want to register or call as soon as possible starting March 23<sup>rd</sup> so they can attend the biometric screening site of their choice with the best time.

Employees and spouses may also choose to meet with their medical care providers and participate in the screening through the AMS process. Download AMS form and instructions (available at beginning April 1, 2015) at [www.wellnessoptions.nebraska.gov](http://www.wellnessoptions.nebraska.gov) . Employee and spouses are responsible for sending the completed form to Health Fitness via fax or mail between April 1 – May 31, 2015. **KEEP your fax confirmation!**

Employees and spouses may also choose to participate in the screening through the use of a home kit process through Home Access. Call Health Fitness at 1-866-956-4285 between April 1 – May 15, 2015 to order kit. Employees and spouses complete the test and mail the kit back to Home Access by May 31, 2015.

If employees and spouses use the Alternative Means Screening (AMS process) or the Home Kit process, it's best to start the process as soon as you can so the process can be completed before the deadline. Save any confirmations that you receive. If you have questions call Health Fitness Customer Service at 1-866-956-4285.

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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](http://www.addp-ucci.com) further explains how to utilize the program. POC is SSG Garrett, (402) 309-1872.

**TriCare Dental Program:** MetLife's contract to administer the TDP began 1 May 2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is SSG Travis Garrett and can be reached at 402-309-1872 or [travis.s.garrett.mil@mail.mil](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, 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](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 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**

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