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## HRO Leadership

HRO	COL Gerogia Kroese	x8170
Deputy HRO	Maj Nicole Nuss	x8144
Supv Human Resource Spec	MAJ Sean O'Neill	x8175

## Technician Personnel

### Technician Branch Staff:

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
	OC Amanda Almanza	x8197
	VACANT	x8173
Technician Training/Travel	Mrs. Diane Voichoski	x8184
Labor Relations	Mr. Jason Grams	x8185

Website: <https://states.gkoportal.ng.mil/states/NE/Directorates/J1/Technician-Branch/Pages/default.aspx>

## HEALTH CARE COVERAGE FORMS and IRS REPORTING

Beginning in 2016, providers of minimum essential coverage (MEC) which includes all FEHB providers are required to provide employees enrolled in MEC with the Internal Revenue Service (IRS) Form 1095-B, showing that the individual and if applicable, family members who were covered. In addition, beginning in 2016, most full-time employees will receive from their employer the IRS Form 1095-C that contains information about whether the employer did or did not offer them health coverage

The Individual Shared Responsibility Provision requires you and each member of your family to have

MEC for each month of the calendar year, unless you cannot afford it or qualify for an exemption. You are treated as having coverage for a month as long as you have coverage for at least one day during that month. To show compliance with the individual shared responsibility provision, you will report your coverage when you file your 2015 tax return. As a reminder, IRS Form 1095-B and C to help you complete your tax return.

### **LIMITED ENROLLMENT PERIOD TO SELF PLUS ONE**

OPM established a Limited Enrollment Period from February 1, 2016 until February 29, 2016. As previously notified, enrollees in the Federal Employees Health Benefits (FEHB) Program had their first opportunity to select a Self Plus One enrollment type during Open Season 2015 for effective dates in January 2016. Under most circumstances, enrollment changes made outside of Open Season are only allowed based on a Qualifying Life Event (QLE). However, given that the addition of a new enrollment type is a change of unprecedented proportion in the FEHB Program, OPM will allow certain enrollment changes to be made during a Limited Enrollment Period.

The following applies to changes made during this Limited Enrollment Period:

- Only for employees enrolled in Self and Family.
- Only those who participate in premium conversion will be allowed to decrease enrollment to Self Plus One (others may decrease enrollment at any time) using the Limited Enrollment Period QLE code.
- Decreases in enrollment to Self Plus One are the only allowable enrollment changes.
- No changes in plans, no option changes, no increases or other decreases in enrollment are allowed.
- All enrollment changes will be prospective to the first day of the first pay period following the one in which the change is requested.

Employees who are interested and meet the eligibility to make the change will do so in the timeframe mentioned above by going online via the EBIS (Employee Benefit Information System) website, [www.ebis.army.mil](http://www.ebis.army.mil) or by calling 1-877-276-9287, Option 3.

### **Telework & Alternate Work Schedule Policies**

On November 16<sup>th</sup> and 17<sup>th</sup>, Maj Gen Bohac approved HRO-16-001 & HRO-002, the Telework and Alternate Work Schedule (Maxi-Flex) policies. These two policies allow for maximum flexibility for leadership and employees. These policies may be viewed at [https://states.gkoportal.ng.mil/states/NE/Command-Group/Policies/Forms/AllItems.aspx?FolderCTID=0x012000B48384B72A146A40972482C77B5977AE&View={54cd9695-9786-4e84-90b8-2392757420ed}&RootFolder=%2Fstates%2FNE%2FCommand%2DGroup%2FPolicies%2FPolicies&TreeField=Folders&TreeValue=Policies&ProcessQueryStringToCAML=1&SortField=Effective\\_x0020\\_Date&SortDir=Desc](https://states.gkoportal.ng.mil/states/NE/Command-Group/Policies/Forms/AllItems.aspx?FolderCTID=0x012000B48384B72A146A40972482C77B5977AE&View={54cd9695-9786-4e84-90b8-2392757420ed}&RootFolder=%2Fstates%2FNE%2FCommand%2DGroup%2FPolicies%2FPolicies&TreeField=Folders&TreeValue=Policies&ProcessQueryStringToCAML=1&SortField=Effective_x0020_Date&SortDir=Desc). If supervisors or employees have questions concerning these policies please contact HRO.

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## [Technician Travel & Training](#)

### **Human Resource Development Staff**

Mrs. Diane Voichoski – HRDS – x8184

Continue to enter technician DTS authorizations as soon as the travel details are known. Attach letters/memos of instruction as substantiating records. Drive Government vehicles and carpool when possible. Look for low-cost airfares that meet mission requirements.

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

### **HRSIS Staff**

CMSgt Mike Courtney – HRS(IS) Manager – x8189



DCPDS will be off line to deploy a new version of the application starting Thursday, 26 May 2016 and will not be available until we are notified by NG-J1-TNH that it is ok to log in. Hopefully it will be back on line on Tuesday, 31 May 2016.

If you have any questions, please contact CMSgt Mike Courtney

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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

### **Employee and Supervisor / Manager of the Year Nominations**

1. The agency is providing the opportunity to nominate employees and supervisors for recognition. Each year we recognize one deserving state employee and one deserving state supervisor/manager with the annual Employee and Supervisor/Manager of the Year Awards. You are encouraged to nominate one person from each category.

2. Any permanent state employee or supervisor/manager is eligible to receive this recognition, with three exceptions. Employees on original or disciplinary probation, members of the selection committee, and the past year's honorees are not eligible for nomination.

3. Below are criteria which you may use when nominating a Supervisor/ Manager. These criteria are only suggested for use in your selection. However, they should be taken into consideration so that the nomination is based on solid evidence of performance.

The supervisor/manager must have documented examples of achievement in:

- (a) Effective management.
- (b) Staff development.
- (c) Professional skills.
- (d) Other job related activities.

4. Below are criteria which you may use when nominating an Employee of the Year. These criteria are only suggested for use in your selection. However, they should be taken into consideration so that the nomination is based on solid evidence of performance. Include special contributions the employee is noted for, during the past year.

Some examples are:

- (a) Has the employee completed a task or project of substantial importance to the agency and/or state government as a whole? If so, provide an example(s).
- (b) Has the employee continually interacted with co-workers and the public in a positive manner? Cite examples.
- (c) Has the employee found ways to improve job functions? Cite examples.

5. A nominee should not be chosen for Employee or Supervisor/Manager of the Year based primarily on length of service. Length of service awards are presented under a separate program. However, if length of service is coupled with specific performance actions this may be considered. Appropriate examples should be provided to document this.

6. Nominations for Employee of the Year and Supervisor/Manager of the Year are to be sent to Polly Putney in State Human Resources, 2433 NW 24th Street, Lincoln, NE 68524 (If Polly is not available, please give nominations to Bonnie or Tim). Please try to submit your nomination in writing along with a summary of why the person was selected, no later than COB 6 June 2016 (tentative date). Watch for email notices notifying employees of the exact due date or contact Polly Putney to verify the due date. **Be sure to be detailed and cite specific examples in your nomination(s).** Thank you for your participation.

### **Dependent Status Change – Terminating Coverage**

Employees need to notify personnel in the State Human Resources Office (State HRO 2433 NW 24th Street, 2nd Floor) as soon as they know of a status change event for a dependent that may need to be added or dropped from one or more of their state insurance plans. Employees will need to initiate changes in the Employee Work Center (EWC), except for the status change where the dependent is turning 26. The process to drop or add a dependent must be completed **within 30 days** after the status change event. The date of the status change event is the date when a dependent loses insurance coverage (last day of coverage) or gains insurance coverage because they are newly eligible for insurance elsewhere (first day of coverage).

If a dependent is no longer eligible (for example, dependent turns age 26), coverage officially terminates at the end of the month in which the status change event occurs. This event is taken care of by the Benefits office. Employees should receive an email from the Benefits office (usually forwarded by the Human Resources office) that lets them know that a dependent is nearing age 26. There are continuation options available. ASI COBRA, a company that works with the State, sends a packet with additional information regarding COBRA or the LB551 option. If you have questions on the LB 551 option you can call Tim in the State HRO at 402-309-8180 or the Benefits office at 402-471-4443.

### **Nearing Retirement Age? – Medicare Packet Available**

If you are nearing retirement and have questions about signing up for Medicare, the State Human Resources office can check and see if we can get a packet for you that will help you understand your options. Employees should try to contact the HR office 4 to 6 months ahead of their eligibility for Medicare.

## [AGR Guard Reserve](#)

### **New Maternity Leave Policy**

Army Directive 2016-09, effective 2 February 2016 maternity leave is authorized for up to 12 weeks of continuous non-chargeable leave. Soldiers who were recently on convalescent maternity leave may be eligible to additional maternity leave or converting regular leave taken in conjunction with maternity to non-chargeable maternity leave as identified in the directive.

### **Tricare Pharmacy Copays**

Tricare pharmacy copays will change effect 1 February 2016. The 2016 National Defense Authorization Act (NDAA) requires TRICARE to change its prescription copays. Military pharmacies and Tricare Pharmacy Home Delivery will remain the lowest cost pharmacy option for Tricare beneficiaries. Most copays for prescription drugs will increase slightly. For more information go to the following address.

[http://www.tricare.mil/CoveredServices/BenefitUpdates/Archives/12\\_30\\_15\\_PharmacyCopays.aspx](http://www.tricare.mil/CoveredServices/BenefitUpdates/Archives/12_30_15_PharmacyCopays.aspx)

### **Tricare for College Age Dependent Children**

Dependent children may be eligible for regular Tricare benefits while enrolled in college until their 23<sup>rd</sup> birthday. For more information <http://www.tricare.mil/LifeEvents/Collge.aspx>

### **2015 myPay Tax Return Forms**

myPay has a statement schedule of when all tax forms will be available  
<https://mypay.dfas.mil/mypay.aspx>

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