



HRO-11-12
15 December 2011

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No report at this time.

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AGR and Technician Personnel

Combined Federal Campaign (CFC) 2011:

“50 Years of Caring” is the theme for the CFC 2011 Campaign. It was an opportunity for federal employees to make a difference and we did. Donations from the ANG totaled \$24,201, an increase of 109% over the 2010 donations. The ARNG totaled \$14,004, an increase of 35% over the 2010 donations. The total given by Federal Employees and Military Members to the Lincoln/Lancaster Campaign was \$247,586. The support is truly appreciated by many in your community. For information about the CFC please visit: www.cfclincoln.org or the National campaign: www.opm.gov/cfc/index.htm

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

Information Site (NEGUARD HRO website): www.neguard.com/HRO/index.html

Links and information are provided for you: MyBiz/MyWorkplace, MyPay, EBIS, Union Agreement, OPM for insurance, leave, OWCP - Workers Comp, pay tables, PAA, Training, Compatibility and many other technician areas of interest.

Federal Length of Service Awards (Dec):

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:	Benjamin P. McDermott
15 Years:	Brannon K. Lauritzen Gregory D. Dodson
20 Years:	Brian S. Whitehill
30 Years:	Jacob Y. Smith III

Federal Employee Retirements:

Carl D. Tesch (ANG) – 31 Dec 2011

Military Deposits:

If you have paid in full a military deposit for retirement credit under FERS or CSRS notify the HRO-Tech Svcs (Deb Tankesley or MSgt Jody Schmidt). Check your LES in Block #20, Military Deposit, for the amount “Owed” matches the amount “Paid”. To receive and document proof in your Official Personnel Records (OPF) the HRO is required to submit a request to DFAS for a paid in full memorandum to be mailed to you.

EBIS and ANG on AKO:

Employee Benefits Info System (EBIS) requires ANG technicians to establish an AKO account then register on EBIS. Changes to your FEHB, FEGLI or TSP a technician must use EBIS (www.abc.army.mil). The AKO account requires maintenance and updates of the password. To remain current and not be required to re-authenticate your AKO for expired password instructions were sent to supervisors.

PEC Centrally-Funded Courses:

Follow the link for the list of FY 2012 PEC Centrally-funded courses:

<http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/AGR%20Training/Forms/AllItems.aspx?RootFolder=%2fDirectorates%2fJ1%2fAGR%20Branch%2fAGR%20Training%2fProfessional%20Education%20Center%20%28PEC%29&FolderCTID=&View=%7b9E314A03%2d267A%2d4E3F%2d98D0%2d2CC0A6FD2B0E%7d>

Click "FY 12 PEC funded mandatory courses."

POC is Diane Voichoski at X7126.

Implementation of USA Staffing for Technician Job Announcements

As of 1 December 2011, USA Staffing is being used to announce Technician job announcements. You may go to <http://usajobs.gov/> to view those announcements.

We will still post announcements to <http://www.neguard.com/HRO/jobannouncements.asp> but individuals will need to go to the USAjobs web site to apply for those they are interested in.

For more information on creating an account go to <https://my.usajobs.gov/Content/pdfs/Tutorials-Resume.pdf>

For more information regarding changes go to:
<http://www.neguard.com/hro/Technician%20Branch/index.html>

Point of contact is Ms. Denise Anderson at 402-309-7109.

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Human Resources Information Systems (HRIS)

HRIS Staff

SMSgt Mike Courtney – HRIS Manager - x7122

Current Self Service log in statistics:

As of 6 Dec 11 – a total of 80% 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 this new 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

Rebalancing of Vacation Balances by DAS

The Department of Administrative Services (DAS) will rebalance employee vacation leave balances shortly after we process the final check of 2011. This is different than in previous years. It may appear for some employees that some hours are taken from leave balances incorrectly. Don't worry!, some or all of the hours that are removed, because your vacation balance is above the 280 hour (336 hours for firefighters) carryover limit at the time of the rebalancing entry by DAS, will be added back to your vacation balance. This will be calculated by looking at vacation time taken in the December 19, 2011 through December 31, 2011 timeframe.

You will see your final amount of leave hours EARNED on the final paycheck of the year – December 28, 2011. This is as high as your vacation balance will go. This check date corresponds to the pay period that ends December 18, 2011. You will still be able to reduce your vacation leave balance for 2011 by the vacation hours you take from December 19, 2011 through December 31, 2011. Again, 280 hours is the vacation carryover limit.

For those with vacation balances above the carryover limit for the pay period ending 12/18/2011: By the January 26, 2012 check date, if not sooner, you will see correct balances showing on your check stubs and in EnterpriseOne (EDGE).

Please note the hours of vacation you use in the December 19th to December 31st timeframe and keep it handy as you view vacation balances in January.

Electronic W-2's

Please review the Employee Self-Service feature for electronic W-2's on the Employee Self Service menus. 'Electronic W-2 Selection' enables an employee to elect to receive their 2011 W-2 electronically rather than on a paper form. One of the advantages of this feature is the employee will be able to

access and print their W-2 sooner than those employees receiving paper forms. Employees can also change their selection back from an electronic copy to a paper copy if they so choose. This feature will be available until December 15, 2011, after which time the employee's selections will be "locked-in". Employees who chose to receive an electronic W-2 during Open Enrollment do not need to make the selection again.

W-4 Forms

Do you need to change your exemptions so that more or less taxes are withheld from your check? You'll need to complete a W-4 form (with signature and date) and return it to the State Human Resources office in the TAG building. You can get a W-4 form from the IRS website at <http://www.irs.gov> or contact HR personnel. Employees should be able to look at W-4 information that is in the system under Review W-4 when they go to the Self Service menu tab. Please note carefully the actual marital status and the **tax** marital status on the Review W-4 screen.

Comp Balances

Employees can check their comp balances in EnterpriseOne (EDGE), the State's computer system. **A comp balance is not displayed on the checkstub (also viewed in EDGE)**. To view your comp balance you need to go to the Leave Balance Inquiry menu item under Self Service in EnterpriseOne. Vacation, sick and comp balances are current as of the end of the last pay period that was processed. Bi-Weekly pay periods end on Sundays, 10 days before the check date for that pay period.

Unused Comp Payout Requests

Per Section 12.11 of the NAPE/AFSCME labor contract "Between December 25 and December 31 of each year, an employee may elect by notifying the Agency in writing, to receive payment for unused compensatory time . . .".

Please be sure to submit your request in the proper timeframe. At times, not all comp time can be paid out to an employee, especially if it has been earned recently. Calculations will be made by HRO-SP as to how much comp can be paid out. Employees can state in their compensatory time payout request that they "would like to receive payment for all eligible unused compensatory time" or they can request a certain number of hours.

Leave and Overtime in Same Week

When an employee takes leave, such as vacation, sick or comp time, and then later in the same week works more than their regularly scheduled hours on one or multiple days, the leave time should be reduced until the total hours for the week equals 40 or the leave is eliminated all together.

The main principal that employees want to keep in mind is that only hours worked over 40 should have overtime pay codes. Pay codes 60 (OT at 1.0X) and 90 (COMP @1.0) should not be used except by those that work at the ANG Base fire station (employees at the fire station have different schedules and have different rules in regards to recording overtime). If you have questions please contact one of the HR staff.

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. upon 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 HRO-SP 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 HRO-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 Shelly Herrod, AGR Manager (402)309-7117

SFC Daniel Mitchell, Human Resources Assistant, (402)309-7115

- Army Staffing- vacancy announcements, SF 52
- Army Travel- AGR travel, DTS
- Mob Aug/FTE Orders and Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals
- Air Vacancy Announcements, SF 52
- Air staffing and AROWS Orders

SFC Christine Gonzales, Personnel Sergeant, (402)309-7073

- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments
- ADOS In-Processing
- Air AGR Appointments and Reassignments

Army:

TRICARE Retired Reserve – For the first time, members of the Retired Reserve who are not yet age 60, the so-called "gray area" retirees, can purchase TRICARE health coverage for themselves and their eligible family members with the Sept. 1, 2010 launch of TRICARE Retired Reserve (TRR). Retired Reservists may qualify to purchase TRR coverage if they are under the age of 60 and are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program. They must also be members of the Retired Reserve of a Reserve component and qualified for non-regular retirement. For instructions on how to qualify for and purchase TRR go to www.tricare.mil/trr.

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.

DTS – Please input LOA's to your DTS authorizations. The instructions were sent out by WOC Guenther via e-mail with an example of how to input the LOA to your authorization. Travel description is required when completing DTS authorizations. Anticipate a reduction in AGR Travel in FY12. POV mileage may be limited based on FY12 funds.

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 Gonzales.

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.

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.

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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No report at this time.

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