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15 February 2012

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No report at this time.

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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

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

Federal Length of Service Awards (Feb):

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:	Daniel E. Fullerton	Mark C. Zordel
15 Years:	Le J. Nutzman	Wade L. Schuett
	Richard C. Snodgrass	Peter G. Steiner
25 Years:	Ronald L. Gustafson	
30 Years:	Daniel D. Kincheloe	

Federal Employee Retirements: None

TSP: www.tsp.gov

Roth IRA option is coming in April. Updated information can be located at the TSP website. It is imperative that you know your account # and PIN # to review account status, change funds distribution, request loans or receive quarterly statements. For address changes, TSP uses the addresses in MyPay. Ensure yours is correct. Routine questions received in HRO:

Q1: How much do I have in my account?

A1: HRO does not have access to TSP accounts only review of DFAS payroll deduction information. You need your account # and PIN.

Q2: I don't know my account # or PIN #?

A2: These are requested on the website. PIN for both accounts and be able to open both. Be sure to select the appropriate one you are missing:

<https://www.tsp.gov/sitehelp/accountaccess/accountAccess.shtml>

Q3: I have both a civilian and uniformed service account and can only open one account?

A3: The account # is the same for both but, the password will be different for each, unless you set up to be the same for both. <https://www.tsp.gov/planparticipation/dualaccounts/identifyingAccounts.shtml>

Q4: Where do I change my TSP contributions?

A4: Civilian contributions changes are made on the EBIS site: www.abc.army.mil

Changes are effective the 1st day of the next pay period.

Uniformed Service changes are made on MyPay. Changes are effective the 1st of the next month.

Military Deposits:

Those who have paid military deposits should have proof from DFAS that is required to document your Official Records for retirement credit. If received you must send a copy to HRO. If you recently paid a deposit in full notify HRO-Tech Svcs. HRO needs to request proof be sent to you from DFAS.

DFAS MyPay:

Address changes are very important to accomplish in both your civilian and military accounts. The changes are used by TSP, military deposit information, military duty 1% and 4% TSP contributions. Electronic LES's only has been directed by DOD. Tax withholding changes are also made on MyPay.

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

This is the location if you have a Qualifying Life Event (QLE) such as marriage or divorce you will change your information on FEHB (health), FEGLI (life) and TSP. DO NOT use this site to change coverage due to entering military duty.

Retirement counseling is conducted by HRO and the preparation of documents but, if within 5 years of retirement, ABC is also available to you for counseling

Federal Long Term Care Insurance Spring Webinars

Interested employees can register for any of the available times and view the webinar via their desktop or personal computer. Dates and time for all the webinars this month are as follows: February 16th, 21st and 28th @ 2pm eastern time. The webinars are designed for those interested in learning more about long term care, plan options, and the application process. Visit www.ltcfeds.com/webinar to register for the webinar that will be convenient to you.

MyBiz/MyWorkplace:

All employees need to be logged in and have an e-mail in the system. Please check that your work e-mail is entered under "Update my Information" section.

PAA: 2012 Everyone should have a 2012 plan entered. The appraisal period would be 1 Oct 2011 to 30 Sep 2012 except for new hires on their trial period for one year. The HRO does not need copies of the plans but, do need copies of final appraisals.

SF182: Authorization, Agreement & Certification of Training:

Here's the link to the form:

<http://www.neguard.com/HRO/Technician%20Branch/documents/SF182.pdf>

This is required for TRAINING that is 8 hrs (or the majority of the day) or longer in Technician Status. It is normally NOT required for annual conferences unless there is a tuition/registration fee that needs to be charged to one of our Government Purchase Cards (GPC).

We only need the first 2 pages of the form and only ONE supervisor signature on Page #2 but please use the form at the link since it has the HRO signature blocks preprinted.

HR-Training needs the SF182 signed by the supervisor BEFORE the travel can be approved. It should be sent to diane.voichoski@us.army.mil or tonya.wagner@us.army.mil ahead of the DTS authorization when possible.

Technician DTS Authorizations: Are you requesting attendance at a conference or training event? If so, please include supporting documentation as substantiating records attached to the DTS authorization. Examples of supporting documentation include but are not limited to: a memorandum, an email announcing the event, a flyer, or a website.

DTS Authorization Necessity Statement: The following statement or something similar needs to be included on all DTS authorizations as an Other Authorization: *Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means.* If this statement cannot be added honestly then the traveler should not submit the DTS authorization and instead pursue the less expensive method

Human Resources Information Systems (HRIS)

HRIS Staff

SMSgt Mike Courtney – HRIS Manager - x7122

Current Self Service log in statistics:

As of 15 Feb 2012 – 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

Zoo Memberships

Enrollment time for zoo memberships (Lincoln and Omaha) will be here soon.

The zoo enrollment period will run from sometime in the 3rd week of February through about mid-March. An email will be sent out to State Employees letting them know the exact dates, including when forms are due. Electronic copies of the membership form will be available in the enrollment period. If you need an

electronic form or a printed copy please contact the human resources office. The forms will have information on the various memberships and the phone numbers for the zoos so you can ask questions.

Please fill out the form completely and legibly and submit to Tim Diedrichsen in State HR. When filling in the State Agency field, please enter MILITARY DEPARTMENT.

Coverage for Adult Children

A provision of the "Health Care Reform Law" allows coverage for adult children up to age 26 under a parent's policy. Dependent children cannot be excluded from coverage even if the dependent has access to his or her own employer coverage. The adult child does not have to live at home or be a student and can be married.

State employees are able to enroll their dependents in the medical, dental and vision plans during open enrollment periods and for qualified status changes.

You can go to the Benefits website to review information on the State's insurance plans –

<http://www.das.state.ne.us/personnel/benefits/index.html>

Please use this throughout the year and at open enrollment.

Status Changes During Plan Year - Terminating Coverage

Please be sure to read all of this section. There are important rules and deadlines that determine when coverage will end or premiums will change if you have a status change that allows you to drop a dependent from your coverage or drop all coverage.

It's important that you carefully select your options during Open Enrollment. The choices you make during an Open Enrollment remain in effect until the end of the plan year. You can make limited changes at other times during the year only as a result of a qualifying event as defined by the IRS.

These qualifying events include:

- A marriage, divorce or legal separation
- The birth or adoption of a child
- The death of a spouse or dependent child
- A dependent losing eligibility due to age or is newly eligible for insurance elsewhere
- A change in employment status for you or your spouse if it affects your benefit eligibility
- A change corresponding with a spouse's open enrollment period at his or her place of employment

Any change in coverage must be made within 30 days of the change in status or you will not be able to change your coverage until the next Open Enrollment period or until you have another qualifying status change. Documentation of the status change must be provided to your agency Human Resource office before the change will be approved.

If you or a covered dependent experience a qualified status change that allows you to terminate your insurance coverage, you have **30 days** to complete the necessary paperwork and provide the proper documentation. **Coverage will terminate the first of the month following the request; no refunds or retro terminations will be allowed.**

As an example, if you have a status change such as a spouse gaining new employment and the spouse is newly eligible for benefits starting (effective) March 15, 2011, **you need to have paperwork completed, signed and delivered to human resources personnel** by the last day of March in order to have the premiums stopped at the end of March. If paperwork is submitted in April (on or before April 13 – the end of the 30 days) then the premiums would stop at the end of April. Remember that for most status changes **you will need some type of documentation.**

Paperwork can also be started before the status change event.

If paperwork is not delivered within 30 days of the status change date or when other benefits become effective, for most status changes, you will not be able to drop the State's insurance until the next open enrollment.

If you need forms or have questions contact Tim Diedrichsen at 402-309-7131.

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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 Roger Ramos, 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:

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 ADDP.

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](#)

No report at this time.

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