



HRO-02-14
15 February 2014

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Technician Personnel

Technician Branch Staff:

**Technician Branch Manager
Classification/Manpower**

MAJ Edwin Davis x8414
Deb Burling x8187
2LT Jessica Pan x8182

**Recruitment, Staffing & Pay
Benefits & Services**

Ms. Denise Anderson x8177
MSgt Jody Kouma x8190
SPC Amanda Almanza x8197
SGT John Winterfeld x8173

Technician Training /Travel

Ms. Diane Voichoski x8184
SGT Justin Meneses x8185

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

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: Donald L. Klute (ARNG)
Dustin A. Wilkie (ARNG)
Ryan H. Harris (ARNG)
Matthew W. Teinert (ARNG)

20 Years: Gene A. Hendricks (ARNG)

30 Years: Mark A. Basel (ANG)

Federal Employee Retirements:

None for the month of February

Federal Holidays (2014):

Federal law establishes the following public holidays for Federal employees. Holidays on OPM: <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview>

2014

20 Jan - Martin Luther King, Jr. Birthday	17 Feb – Washington's Birthday
26 May – Memorial Day	4 Jul – Independence Day
1 Sep – Labor Day	13 Oct – Columbus Day
11 Nov – Veterans Day	27 Nov – Thanksgiving Day
25 Dec – Christmas	1 Jan 15 - New Years Day

When a holiday falls on a non-workday for an employee covered by a compressed work schedule and the actual holiday date is not a Sunday, the last regularly scheduled workday preceding the holiday is the employee's in lieu of holiday.

If an actual holiday date falls on Sunday: Actual date holidays are 4 Jul, 11 Nov, 25 Dec and 1 Jan each year. Employees whose basic workweek is Monday through Friday the Monday immediately after is the legal holiday. For employees covered by a compressed work schedule (i.e. Tuesday – Friday) the holiday is the first regularly scheduled workday following the Sunday holiday as the in lieu of holiday off.

Change in FERS Retirement Deductions

The Bipartisan Budget Act of 2013 made another change to the Federal Employees Retirement System (FERS). Beginning January 1st, 2014, new employees will pay the higher contributions, which is 4.4%. Section 8401 of Title 5, USC, has been amended to add the new definition of those who are covered under the Federal Employees Retirement System (FERS) as Further Revised Annuity Employees (FRAE), FERS-FRAE.

As a reminder, it was only last year, the Federal Employees Retirement System implemented the Revised Annuity Employees (RAE), with deductions being 3.1%.

Employees hired after January 1st, 2014 fall under the FERS-FRAE. However, agency systems such as payroll and retirement coding have not been updated. Until agency systems are updated, the employees are having 3.1% deducted and will have a "debt" to pay. Adjustments to the retirement deductions will be made retroactive to their date of appointment. HR will notify the employees affected along with their supervisors.

Sick Leave Credit for Retirement

As a reminder, retirements under FERS after January 1st, 2014, will have 100% of unused sick leave hours credit towards computation in the FERS annuity.

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Technician Travel & Training

Human Resource Development Staff

Mrs. Diane Voichoski – HRDS – x8184
SGT Justen Meneses – Info Systems & HR Development Assistant

HR Assistant-NEW

Please welcome SGT Justen Meneses to the HR Office. SGT Meneses helps in the Information Systems and HR Development areas of HRO. Stop by to say hello when you're in the area.

SF 182 - Authorization, Agreement and Certification of Training

The SF 182 is the request for training for all technicians. Here is the link:

<http://ne.ng.mil/ArmyGuard/Tech%20Branch%20Documents/SF182.pdf>

We only need the 1st two pages of the SF182 and only ONE supervisor signature on page #2.

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Human Resources Information Systems (HRIS)

HRIS Staff

SMSgt Mike Courtney – HRIS Manager – x8189
SGT Justen Meneses – HRIS Assistant – x8185

My Workplace and PAA

If you are a new Supervisor of Technicians and don't see a My Workplace link on the DCPDS Portal page, please contact SMSgt Courtney. I will check to ensure you are coded correctly in the system. This new responsibility takes a couple of days to appear once you are coded as a supervisor in DCPDS, so your patience is appreciated.

PAA – (Performance Appraisal Application): if you are a new supervisor of Technicians, please check to ensure you can see all of the Technician employees you supervise within My Workplace. If you don't see those you need or see other Technicians, please contact me and I will help sort it out for you.

New SharePoint link for PAA information – HRO has been conducting some PAA training during a couple of Lunch and Learn sessions, so we have posted those training slides and other PAA information at the following location:

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

click on PAA.

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State Personnel

HRO-SP Staff

HR Manager	Ms. Polly Putney	x8172
HR Assistant/Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant/Payroll	Ms. Bonnie Shipley	x8178

Zoo Memberships

Enrollment time for zoo memberships (Lincoln and Omaha) will be here soon. The zoo enrollment period will run from February 24th through March 10th. An email will be sent out to State employees letting them know additional details. 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 enrollment 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 / Link to Benefits site (insurance)

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 by clicking on the Resources link at the bottom of the LINK website (www.link.nebraska.gov)

Please review the Resources link throughout the year to look for information on the State's insurance coverage and other related topics.

Status Changes During Plan Year - Terminating Coverage

Please be sure to read all of this section carefully. 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 attached in the electronic insurance change process 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 process in the Employee Work Center (EWC), including attaching the proper documentation. Coverage will terminate the first of the month following the request; no refunds or retro terminations will be allowed. Please contact Tim Diedrichsen in HR, before you go into the EWC, if you need assistance attaching a copy of proper documentation. Documentation must be attached before you leave the final screen in the change process.

As an example of the dates you need to be aware of when trying to change insurance coverage -- If you have a status change such as your spouse gaining new employment and your spouse is newly eligible for benefits starting (effective) March 15, 2014, **you need to have the insurance change process completed** by the last day of March in order to have the premiums stopped at the end of March. If the process is completed 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**.

The insurance change process can also be started before the status change event date.

If you have questions contact Tim Diedrichsen at 402-309-8180 as soon as you know about a possible status change event.

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[AGR Personnel](#)

Army and Air:

The AGR Office Staff:

MAJ Ed Davis, AGR Manager (402) 309-8171

SFC Jacob Widhalm, Human Resources Assistant, (402) 309-8186

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Air Vacancy Announcements, SF 52
- FTSMCS Leave Administrator

SFC Roger Ramos, Personnel Sergeant, (402) 309-8183

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

SSG Amber Engelman, 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) 309-1541.

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 SSG Garrett, (402) 309-1541.

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 ADPP.

The State Medical Benefits Officer is SSG Travis Garrett and can be reached at 402-309-1541 or 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. 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. Visit the following web site for more information: https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/ALARACT_022_2013_ANNOUNCEMENT%20OF%20EXTENSION%20OF%20THE%2075%20DAY%20LEAVE%20CARRY%20OVER%20THROUGH%2030%20SEPTEMBER%202015.pdf

Paternity Leave: The policy concerning Paternity Leave 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.

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 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.

ADOS/Mob Augmentee – All Soldiers coming on ADOS 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 via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a DD 1475 collecting your BAS for the period that meals were available. The DD 1475 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.

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.)

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