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15 October 2011

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No report at this time.

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AGR and Technician Personnel

Combined Federal Campaign (CFC) (11 Oct – 18 Nov):

“50 Years of Caring” is the theme for the CFC 2011 Campaign. The Lincoln/Lancaster County CFC campaign will be conducted from 11 Oct – 18 Nov 2011. The 2011 Goal is 100% asked and \$300,000 in contributions. This is our opportunity to make a difference.

The CFC is the largest workplace charity campaign in the country. It allows federal employees and military personnel to contribute to local, national and international non-profit organizations. Technicians and AGR personnel are eligible to contribute by payroll deduction or a one-time cash donation. Traditional personnel may contribute a one-time cash donation. Last year the ARNG contributed \$10,039 and the ANG contributed \$11,579. The total given by Federal Employees and Military Members to the Lincoln/Lancaster Campaign was \$296,681 (Just over a 1% decrease from 2009).

Brochures and Pledge cares will be made available by the 2011 CFC Key-Workers:

CW3 Greg Reicks - ARNG

LtCol Allen Simpson and SSgt Doug Carlson – ANG

For more information about the CFC please visit: Lincoln/Lancaster County CFC website www.cfclincoln.org or the National Campaign website at www.opm.gov/cfc.

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
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 (Sep):

10 Years: Gregory A. Thimgan
Adam J. Wochnick
25 Years: Gregory D. Leiker

Federal Employee Retirements:

Dale Vrana (ARNG) 31 Oct
Alan Holka (ARNG) 31 Oct
Lee Straube (ANG) 17 Nov

Use or Lose Annual Leave:

Employees may carry over to the next leave year a maximum amount of accrued annual leave (240 hours). Employees must “use” their excess annual leave by the end of a leave year or they will “lose” (forfeit) it. For leave year 2011 the leave year began 02 Jan 11 and will end 31 Dec 11.

An agency may consider restoring annual leave that was forfeited if the reason is under one of the following conditions: (1) Exigency of public business. The exigency, or mission demand, must be of such importance as to preclude the use of scheduled leave. The exigency must be approved, normally in advance, through supervisory channels. (2) Sickness, injury or other medical condition for which sick leave is appropriate. (3) Administrative error through no fault of the technician. Regulatory rules require “use or lose” annual leave to be scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year. Military duty is not considered a condition of exigency due to annual leave could be used.

As required in the Office of Personnel Management’s (OPM) regulations, an employee must schedule his or her annual leave by the third pay period prior to the end of the leave year (19 Nov 11) to avoid forfeiture of his or her annual leave.

Accomplished at the end of the leave year to ensure all efforts were made to accommodate the technician and missions, documentation required to the HRO for TAG approval is a request for restoration of forfeited annual leave with the OPM 71 with scheduled dates of leave, official approval, statement of reasons for canceling the approved leave, documentation for the beginning and ending dates of the exigency, and calendar dates the canceled leave was rescheduled for use.

POC: Benefits & Services

Employment Verification

Technician employees have two ways to obtain verification of employment and/or providing salary information to lenders, banks, etc.

MyBiz : Technician employees may login to MyBiz at <https://compo.dcpds.cpms.osd.mil/>. Select Employment Verification. Elect the details to share employment and salary or employment only. You will the email for the bank, agency or individual the information should be forwarded to. You will also receive a copy by email.

DoD Work Number Reinstated: “The Work Number of Everyone” is an automated means to verify employment and salary information for lending institutions. This is for use by National Guard Technicians when applying for a loan, credit or employment/salary verification with no waiting.

TO ESTABLISH AN ACCOUNT

You can register on www.theworknumber.com or call 1-800-367-5690, when the system prompts you:

- a. Enter the Company Code for NGB : 10365
- b. Enter your SSN
- c. Enter your Personal PIN - This will be your month (2 digit) and day of birth (2 digit). If have problems with this PIN try your month (2 digit) and year of birth (2 digit)

Procedures for Proof of Employment Only – Give the verifier the following information:

- Your Social Security Number
- DFAS Code 10365
- The Work Number access options for verifiers:
- Option A: www.theworknumber.com or
- Option B: Telephone number 1-800-367-5690

To provide the verifier with your proof of income, you must first obtain a salary key.

Instructions on Obtaining a Salary Key

- The Work Number access options for employees:
- Option A: www.theworknumber.com or
- Option B: Telephone number 1-800-367-5690
- DFAS Code 10365
- Your Social Security Number
- Enter your 4 digit PIN (month and day of your birthday: MMDD - if this does not work use month and year of your birth (MMYY))
- You will be given a Salary Key.

Note: You may obtain 3 Salary Keys at one time. Once you give a Salary Key to a verifier, it may not be used again.

POC: Benefits & Services

Federal Benefits Open Season (14 Nov - 12 Dec 2011):

Open season for federal benefits is right around the corner! The dates are 14 Nov – 12 Dec 2011. This is the time that you are able to make changes such as enrollment, cancellation, or change to a different health, dental, and/or vision plan. In addition, if you participate in flexible spending account and/or want to begin participating this is the time. Information on these programs is located at the bottom of www.opm.gov/insure. Flyers and information will be forthcoming. Otherwise questions or concerns don't hesitate to contact the Technician Benefits Branch.

POC: Benefits & Services

Amended FMLA Rules (12 weeks unpaid leave):

Currently, under the Family and Medical Leave Act (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for birth/care of a child, adoption/foster care, a serious health condition of the employee or that of a family member. <http://www.opm.gov/oca/leave/HTML/fmlafac2.asp>

Effective 31 Oct 2011, the FMLA will be amended to provide eligible Federal employees up to 12 workweeks of unpaid leave for QUALIFYING EXIGENCY purposes during any 12-month period.

QUALIFYING EXIGENCY: Qualifying exigencies arise when a Technician's spouse, child or parent is on covered active duty or has been notified of an impending call or order to covered active duty status. This benefit is intended to help employees manage family affairs when their FAMILY MEMBERS are on covered active duty. OPM has identified eight categories of qualifying exigencies: short-notice deployments, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities.

Although the intent and entitlement of the 12 weeks of unpaid leave under FMLA are easily communicated, the FMLA law is complex. Technicians have many leave programs and rarely find a need to invoke their rights under the FMLA.

Use of leave under the FMLA requires specific documentation. If a Technician ever needs or uses leave under this law, all should be aware of the entitlement and conditions under which they may be eligible to invoke its use.

POC: Benefits & Services

TSP Roth (401(k) Feature in 2012:

The TSP will begin to offer a Roth 401(k) feature in 2012. This will not get tax-deferred savings as you do with your traditional TSP contributions, but your Roth savings will grow tax-free. There are restrictions on how much can be contributed according to the IRS elective deferral limit. Watch for more information or check the latest updates on www.tsp.gov. <https://www.tsp.gov/PDF/formspubs/oc06-5.pdf>

POC: Benefits and Services

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.

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Human Resources Information Systems (HRIS)

HRIS Staff

SM Sgt Mike Courtney – HRIS Manager - x7122

Current Self Service log in statistics:

As of 15 Oct 11 – a total of 78% 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.

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

Dependent Audit

Beginning in mid-October, the State of Nebraska, will be conducting a Dependent Eligibility Verification Audit to review the eligibility of all spouse and child dependents covered under its medical, dental and vision plans. Below is some basic information about the audit.

Firm Conducting Audit: Aon Hewitt

When: Starting October 12, 2011 DEADLINE is November 23, 2011

How: Communications from Aon Hewitt define dependents, list the required documents, and explain how to submit documents

Employees should begin receiving information at their home address from Aon Hewitt beginning October 17th. Envelopes will have references to Nebraska Administrative Services and/or Aon Hewitt on them.

All documentation, questions or requests will need to be directed to the Aon Hewitt Dependent Verification Center. After October 12th you will be able call the Verification Center at 1-800-725-5810. Employees should receive a confirmation by mail when their dependents have been verified. Employees will also be able to go to a Dependent Verification portal to check their dependent's verification status.

All employees who receive a letter are required to finish the process, even if a dependent drops off of your coverage due to a status change, or you resign or retire.

Changing Insurance Elections – Spouse Has Open Enrollment

Employees are able to make changes to their insurance elections if their spouse has an open enrollment at their work place. Employees can drop the State's insurance plans or start insurance coverages with the State.

The employee will need to provide a copy of the proper pages in the spouse's open enrollment booklet or other documentation that shows the company name, that there is an open enrollment occurring, **and the date that any coverages elected in that open enrollment would be effective.** Documentation could include a letter, on company letterhead, from the spouse's human resources office with all the above information.

Employees have thirty (30) days, from the date when coverages would be effective under the spouse's open enrollment, to submit the proper paperwork to the Human Resources office in the TAG building (1300 Military Road, Lincoln) so that changes may be made. Remember, if dropping the State's coverage(s), insurance will end at the end of the month in which the proper paperwork is turned into the Human Resources office (still need to be within 30 days of the effective date under the spouses open enrollment). If starting coverage(s) with the State, the effective date is the first of the month after insurance ends at the spouses work place (as long as the paperwork is in within 30 days). If you have any questions please call Tim Diedrichsen at 402-309-7131.

Retirement Newsletter / Seminars

The latest edition of "Retirement News" for State and County members is now available on the NPERS website. To directly access the .pdf version, click this link:
<https://npers.ne.gov/whalecomfb0318c98356c776ad65/whalecom0/SelfService/public/newsletter/newsletterDC2011Oct.pdf>

Or, visit the Publications page on the NPERS website at www.npers.ne.gov.

If you are interested in Retirement Seminars there are still some dates available in late October for employees both Under and Over age 50. There are a couple seminar date in November for employee Over age 50. Go to the NPERS website (mentioned above) and click on 2011 State & County Seminar Dates, then click on the Enrollment / Registration form above the appropriate schedule (Under or Over age 50). Read about how it works and take advantage of this opportunity.

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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%20extend%20to%20September%2030,%202013.pdf>

Paternity Leave: The policy concerning Paternity Permissive is: <http://ngne-i6noc-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

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