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## HRO Leadership

<b>Human Resources Officer</b>	COL Craig Strong	X8170
<b>Deputy HRO</b>	Lt Col Nicole Nuss	X8144
<b>EEO</b>	Mr. Kevin Rose	X8111
<b>Occupational Health Nurse</b>	Mr. Josiah Unger	X1832

## Technician Personnel

<b>Staff</b>		
<b>Supv Human Resource Spec</b>	Mrs. Deb Burling	X8187
<b>Classification/Manpower</b>	Mr. John Winterfeld	X8186
<b>Recruitment, Staffing &amp; Pay</b>	Mrs. Jessica Pan	X8182
<b>Benefits &amp; Services</b>	Ms. Jody Kouma	X8190
	Mr. Devin Alt	X8189
	Mr. Jon Sronce	X8173
<b>Management Analyst</b>	Ms Desirae Dockter	X8155
<b>Labor Relations</b>	Mr. Stephen Opplinger	X8185
<b>Supv HR Spec-HR Development</b>	Mrs. Diane Voichoski	X8184
<b>Information Systems</b>	Mrs. Denise Anderson	X8177

**Website:** <https://ne.ng.mil/Resource/Pages/Technician-Title-5-Branch.aspx>

## **1. VETERAN'S PREFERENCE.**

Our Title 5 positions will be accepting veteran's preference as part of the application process.

There are many different types and rules which apply to veteran's preference. All the guidance on the various types is located at <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#2>

You can contact HR for specific questions at (402) 309-8182/8186/8187.

## **2. QUALIFYING LIFE EVENTS.**

There are many life events which entitle you to make changes such as enrollment along with cancellation of coverage to your health, dental, vision, and flexible spending account within 60 days. Examples of life events are:

1. Marriage
2. Divorce
3. Spouse gain coverage at a new job
4. Spouse loses coverage
5. Dependent child turns Age 26
6. Eligibility for Transitional TRICARE
7. Adoption or Foster Child
8. Birth of a child

Changes are made by visiting the proper website. Please do not hesitate to contact your benefits section when you experience any type of life event! X8173, X8189 and X8190.

## **3. MOVED LATELY?**

As a friendly reminder, please check your mailing address is reflected correctly via MyPay In your Civilian window, click on Correspondence Address to review and update if needed. Your mailing address in MyPay is where your annual Thrift Savings Plans statement is mailed to, proof of health insurance coverage and pertinent correspondence regarding your federal civilian pay.

## **4. RETIREMENT PLANNING.**

ABC-C will be conducting a FERS Retirement Briefing on 24 July 2018 at 0800 CST on DCS. The link to the briefing is <https://conference.apps.mil/webconf/1553>

You can download the slides ahead of time at <https://www.abc.army.mil/retirements/RetDCS.html>

Once selected go to the third column that says, "National Guard" and click on the NG-FERS Benefits Overview. You will also be able to download the slides from the presentation.

## **5. TECHNICIAN PERSONNEL MANAGEMENT COURSE OCTOBER 2018.**

The next Technician Personnel Management Course is scheduled for 24-26 October 2018. New National Guard (NG) employee supervisors will get an e-mail invitation. Supervisors who wish to attend the course again as a refresher may send an e-mail to [diane.s.voichoski.civ@mail.mil](mailto:diane.s.voichoski.civ@mail.mil) to request a seat.

## **6. ENVIRONMENTAL DIFFERENTIAL PAY & HAZARDOUS DUTY PAY.**

Environmental Differential Pay (EDP) for Federal Wage System employees and Hazardous Duty Pay (HDP) for General Schedule employees is additional pay for exposure to hazards, physical hardships, or working conditions of an unusually severe nature which cannot be eliminated or significantly reduced by preventive measures.

**What EDP/HDP is not:** It is not a substitute for safe practices, nor is it paid for the customary hazards of a trade or craft. EDP/HDP is not authorized in situations where an employee refuses to apply the safety measures provided by management.

**Next steps:** When an unsafe or unhealthy working condition is identified, the first course of action must be the attempt to eliminate the problem or conditions. Safety and Bioenvironmental Engineering personnel are available to help

eliminate or reduce threats caused by such situations. If efforts to reduce or eliminate a hazard are not successful, supervisors should request a review on the TAG-NE Form 550-1.

**Review of Requests:** Requests will be reviewed by Safety personnel to ensure that the work situation meets the criteria, preventive measures do not adequately protect the employee's health and safety, and that EDP/HDP compensation is warranted prior to approval by the organizational senior manager. Upon receipt of a request to establish/terminate and EDP/HDP situation, the HR Specialist will ensure that the TAG-NE Form 550-1 and appropriate documentation is complete. EDP/HDP request packages will be forwarded to committee members with the meeting date and time.

**EDP/HDP Committee:** Every year the agency gathers committee members to review the submitted TAG-NE Forms 550-1 and certify EDP/HDP for the year. Supervisors and employees who have work in conditions they believe meet the above criteria, please submit a TAG-NE Form 550-1 in accordance with NE TPR 550 for certification no later than 30 October 2018.

**For Further Reading:** Read the Code of Federal Regulations on Environmental Differential Pay at: [https://www.ecfr.gov/cgi-bin/text-idx?SID=83a46a8217af5aa7c5a77f350e8e49ef&mc=true&node=pt5.1.532&rgn=div5#se5.1.532\\_1511](https://www.ecfr.gov/cgi-bin/text-idx?SID=83a46a8217af5aa7c5a77f350e8e49ef&mc=true&node=pt5.1.532&rgn=div5#se5.1.532_1511)  
Read the Code of Federal Regulations on Hazardous Duty Pay at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=83a46a8217af5aa7c5a77f350e8e49ef&mc=true&node=pt5.1.550&rgn=div5#sp5.1.550.i>

**Questions and Forms:** For questions regarding EDP/HDP or to request electronic copies of the TAG-NE Form 550-1 please contact HR Specialist, Ms. Jessica Pan at (402) 309-8182 or [Jessica.k.pan.civ@mail.mil](mailto:Jessica.k.pan.civ@mail.mil).

## **7. COMMERCIAL AIR TRAVEL PLANS CHANGE – INCREASE IN COST (ARNG ONLY).**

When you travel by Commercial Air in a Title 32 Technician or Title 5 Employee status you must contact your supervisor if your travel plans change and the new itinerary adds to the cost of travel. The cost of an additional CTO fee is excluded from this requirement. The supervisor will notify Diane Voichoski at [diane.s.voichoski.civ@mail.mil](mailto:diane.s.voichoski.civ@mail.mil) or (402) 309-8184.

## **8. DEFENSE TRAVEL SYSTEM (DTS) AUTHORIZATION TRIP DESCRIPTION BOX (FROM THE USPFO COMPTROLLER OFFICE).**

Travelers completing authorizations need to have more/better/clearer information in the Trip Description box.

Reviewers and Approvers should be able to tell from the description exactly what the traveler will be doing without further inquiries. Travelers should avoid excessive acronyms unless those acronyms would be known by almost everyone in the Guard. Don't state something like "Attending BLC-SAA training for SPT-DIAA at AAC-EU." It's a big box--please spell it out and make it clear.

## **9. VERIFYING EDUCATION INFORMATION IN DCPDS.**

Federal Employee (Title 5 and Title 32 Tech) have the ability to self-certify their education information in DCPDS. To validate the information, a copy of the transcript will need to be sent to HRO.

Individuals will receive an email from a HR Specialist requesting the documentation.

Point of contact will be Denise Anderson at (402) 309-8177 or [denise.l.anderson12.civ@mail.mil](mailto:denise.l.anderson12.civ@mail.mil).

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### **State Personnel**

<b>STAFF</b>		
<b>HR Manager</b>	Ms. Polly Putney	X8172
<b>HR Assistant / Benefits</b>	Mr. Tim Diedrichsen	X8180
<b>HR Assistant / Payroll</b>	Ms. Miranda Kaderly	X8178

**Website:** <https://gko.portal.ng.mil/states/NE/Directorates/J1/Pages/State-HR.aspx>

## **1. CHANGES TO ADDRESSES, PHONE NUMBERS AND DIRECT DEPOSIT.**

If teammates have changes to their mailing address, email address, home or cell phone numbers or the bank accounts where their pay is direct deposited they need to go into the Employee Work Center (EWC) as soon as possible and update their information. Go to the LINK website – [www.link.nebraska.gov](http://www.link.nebraska.gov) and click on the Employee Work Center icon and login. Please read the NEW! Password Reset Feature note on the login screen if you have issues logging in to EWC.

After logging into EWC, click on the Personal Information icon → Contact Information button → Edit button (upper-left corner) to change mailing addresses, email addresses and phone numbers.

To change bank account information for your pay, log into EWC and click on the Pay icon → Payment Elections and then use the Edit, Remove and Add buttons on the screen to make changes to bank account information in the system.

If you need help with the process you can click on the User Guides button (just above the EWC icon on the LINK website) then scroll down to the Employee Work Center section and look under 'Using the System' for Direct Deposit instructions.

## **2. FUZION.**

### ***What is fuzion?***

Program fuzion, which kicked off last October, will upgrade our existing business operation platforms to one, single cloud-based platform. Fuzion will affect every State teammate and non-State personnel that supervise State teammates.

The fuzion team continues their work preparing the State for a smooth and successful go-Live in 2019. Payroll will go live in January of 2019.

In June, the fuzion team kicked-off a series of quarterly Leadership Roundtables designed to update agency leadership on our progress and provide them the opportunity to share their knowledge with the program.

In the fall, training will be available for all teammates to learn the new system including how to enroll in benefits, change addresses, enter time, view paystubs as well as job-specific training. Currently training plans for all work streams are being developed and recorded. All training-specific information will be sent out later this year with more information on what training is needed and how to sign up.

fuzion will change the way you are interacting with the existing systems (Payroll and Financial Center/PFC, Employee Work Center/EWC, and Employee Development Center/EDC) including applying for jobs, completing your timesheets, enrolling for benefits, interacting with vendors, purchasing goods and services, and your daily work processes. fuzion will provide the State one single customer-friendly system that you can rely on.

## **3. REMINDER ON SALARY INCREASES.**

According to the NAPE/AFSCME Labor Contract, which is in effect for 2017-2019, there will be no across-the-board salary increases in July, 2018. Eligible employees under the NAPE contract will receive an increase of 1.5% in January, 2019.

However, any bargaining unit member who attains one of the following continuous service anniversary dates during the fiscal year preceding July 1, 2018, and is considered by the employing agency to have had at least satisfactory performance during the preceding five year period will receive a longevity pay increase. The teammate shall have his/her annual full-time equivalent salary base increased by one quarter of one percent on July 1, 2018. This amount shall be added to his/her annual full-time equivalent salary base.

5 years	10 years	15 years	20 years	25 years	30 years
35 years	40 years	45 years	50 years	55 years	60 years

#### **4. OCIO MANDATORY ON-LINE TRAINING – SECURITY MENTOR TRAINING SERIES FOR 2018.**

The OCIO Security Awareness training was assigned to teammates on March 19, 2018 in the Employee Development Center (EDC). This interactive training lasts between 10 and 15 minutes and covers a relevant and timely topic concerning Cyber Security. Training modules will be released every other month and all employees are REQUIRED to take this training. If you have already completed a course, you do not need to retake it.

The core topics you will receive through December are:

- \*Social Engineering
- \*Insider Threat
- \*Internet of Things
- \*Privacy
- \*Cloud Security

DAS has prepared a user guide to show you how to access the training. The Security Mentor User Guide may be found at: [http://das.nebraska.gov/personnel/user\\_guides/edc/SecurityMentor.pdf](http://das.nebraska.gov/personnel/user_guides/edc/SecurityMentor.pdf)

State of Nebraska Teammates may contact the AS LINK Help Desk: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov) or 402-471-6234 if you have any questions or issues regarding the Employee Development Center (EDC).

The 'Internet of Things' training was released recently and is due by mid-August.

#### **5. STATUS CHANGES.**

Teammates that have qualified status changes, other than dependents turning 26, need to initiate a benefit change event in the Employee Work Center within 30 days. Make sure to have documentation (or are working on attaining it) so that it can be attached electronically to the benefit event process. Don't wait until the last few days to start the process. Remember you only have 30 days (note: the date of the status change counts as day 1, so the same day of the next month may be day 31 or 32). Always be sure to start the benefits change event in EWC within 30 days even if you don't have the required documentation yet.

For qualified status changes where teammates are wanting **to drop insurance, the benefit change event should be started in advance of the month that coverage would change in order to avoid additional premiums being deducted.**

If there are any questions about status changes please contact the Human Resources Offices as soon as possible so we have plenty of time to research the question or any issues.

#### **6. WORKERS' COMPENSATION.**

Teammates should make every effort to be aware of their surroundings and work safely in order to avoid accidents and injuries. **If a teammate is injured while working it must be reported immediately to their supervisor, or the person in charge at the time of the accident, and to Human Resources Office.** The supervisor or person in charge is responsible for completing a Supervisors Incident Analysis Report and the teammate will be responsible for completing an Employee Incident Report, Doctor Choice form and Authorization to Release Information form. Witnesses should fill out a Witness form. All of these forms should be completed and sent to the Human Resources Office **within 24 hours** of the accident. There may be other forms for the teammate to complete depending on the circumstances. Contact Human Resources if copies of forms are needed.

Teammates need to take a Workability form to any doctor/provider appointments and return it to Human Resources as soon as possible. Teammates must keep Human Resources informed about any doctor/provider appointments they have gone to and any future appointments.

Teammates should bring potential hazards to the attention of their supervisors to avoid accidents that may occur.

#### **7. MILITARY DUTY/ORDERS.**

All State teammates that take paid leave (military leave, vacation, compensatory) or unpaid leave due to military orders or other military duty need to submit a copy of their military orders or other documentation available for the military duty to the Human Resources Office. When State teammates have exhausted their military leave for a calendar year and

will not be using any other type of leave (vacation or comp) they should use pay code 525 (Military Lv No \$) for the scheduled hours that they did not work. Pay code 525 is an unpaid pay status.

## **8. RETIREMENT NEWSLETTER.**

The Nebraska Public Employees Retirement Systems (NPERS) has a new edition of "Retirement News" for State and County plan members available on the NPERS website. You may access the .pdf version via this link: <http://npers.ne.gov/SelfService/public/newsletter/newsletterDC2018July.pdf>

In the recent edition:

- Cash Balance Dividend!
- Overview of Plan Fees/Reduction to State Defined Contribution Fee
- 2018 Financial Management & Retirement Planning Seminars

Previous newsletters may be found on the Publications page on the NPERS website at npers.ne.gov: <http://npers.ne.gov/SelfService/public/howto/publications/publications.jsp#newsletters>

### **Active Guard Reserve Personnel**

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<b>STAFF</b>		
<b>HRO XO</b>	CW4 Jeffrey Thomas	x8171
<b>AGR Branch SGM</b>	MSG Daniel Mitchell	x8175
<b>SR HR NCO</b>	SFC Eric Martin	x8183
<b>HR NCO</b>	SSG Rosalba Amezcua	x8181
<b>HR TRICARE NCO</b>	MSG Cecilio T. Roman	x8167

**Website:** <https://gko.portal.ng.mil/states/NE/Directorates/J1/AGR-Branch/Pages/default.aspx>

## **1. BLENDED RETIREMENT SYSTEM (BRS).**

The Blended Retirement System (BRS) began on 1 January 2018 and service members may have a choice to opting into this new system (1 year). Service members are encouraged to take a look at their retirement plans and educate themselves on their options to stay with the current retirement system or opt into the BRS.

Options for Retirement

Before 1 January 2006 or earned 4,320 retirement or more points will stay in current retirement system.

Between 2006 and 2017 or earned less than 4,320 points have the choice in BRS or current retirement system.

(\*You have to elect to opt in or you will remain in the current system) 2018 or later you will be in the BRS.

Visit Joint Knowledge Online, Military One Source and at <http://militarypay.defense.gov/BlendedRetirement> for the Opt-In video and also for the Blended Retirement System Leaders Course.

## **2. TRICARE ELIGIBILITY AND DEERS ENROLLMENT INFORMATION.**

To remain eligible for Tricare coverage remember to keep your DEERS information updated and current.

Qualifying Life Events (QLE) can change your coverage options. QLEs can consist of moving, retiring, changes in marital status, birth or adoption of a child, and children becoming an adult.

Primary point of contact for Tricare is MSG Cecilio Roman at (402) 309-8167 or [cecilio.t.roman.mil@mail.mil](mailto:cecilio.t.roman.mil@mail.mil).

## **3. TRICARE AND FULL TIME STUDENT STATUS.**

Young adults may remain eligible for Tricare until their 23<sup>rd</sup> birthday or graduation whichever is first, if enrolled at an approved college. As the military sponsor you must provide at least 50% of their financial support while in college. A letter from the college registration office indicating your student is enrolled is required.

#### **4. MILCONNECT OFFERS RAPIDS SELF-SERVICE FOR ID CARDS ONLINE.**

Go to MilConnect at [https://pki.dmdc.osd.mil/self\\_service/rapids/home?execution=e8s1](https://pki.dmdc.osd.mil/self_service/rapids/home?execution=e8s1) for information on RAPIDS Self-Service Online ID Cards.

From this site you can view your family members' ID card information to include expiration dates, contact information, renewal or replacement. This site also allows sponsors to electronically sign a DD form 1172, allowing Family members to go for an ID card appointments without the sponsor.

#### **5. BASIC ALLOWANCE FOR HOUSING (BAH).**

Your BAH must be annually recertified at your unit of assignment by completing a DA Form 5960.

ANG AGR members with changes need to submit their DA Form 5960 to 155 CPTF.

ARNG AGR members with changes need to submit their DA Form 5960 to SSG Rosalba Amezcua in the AGR Branch for processing to finance. Please ensure all supporting documents are in your IPERMS.

Point of contact is SSG Rosalba Amezcua at (402) 309-8181 or [rosalba.amezcua.mil@mail.mil](mailto:rosalba.amezcua.mil@mail.mil)

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