



**All Personnel**

Employee Assistance Programs  
New IRS Form W-4

**Technician Personnel**

2020 Pay Actions  
Thrift Savings Plan (TSP) Contributions and Contribution Limits  
Paid Parental Leave  
Onboarding for all Position Changes and Mandatory Training for Supervisors  
Performance Appraisal Application (PAA) Dates for FY20 (Mark Your Calendars)  
Qualifying Life Event(QLE)  
Leave Without Pay (LWOP)-Personal Code KA and AUS-LWOP KG  
Technician Training Requests and Travel  
Update Your Global Address List (GAL) to Receive Job Announcements

**State Personnel**

2019-2020 SMART Goals  
Holidays  
Leave and Overtime in Same Week – 40 Hour Work Weeks  
Changes to Addresses, Phone Numbers, Direct Deposit and Emergency Contacts  
30-Day Window – Insurance Status Changes  
New This Year! WELLNEBRASKA Health Plan (With Wellness Incentive); Enhanced Maternity Benefits  
You Must Complete the Following by March 31, 2020 to be Eligible for the WELLNEBRASKA Health Plan!

**Active Guard and Reserve Personnel**

AGR Travel & DTS (ARNG)  
Active Service Management Board (ASMB) (ARNG)  
Active/Reserve Component Pay Table for 2020  
Tax Statement for 2019

**Equal Employment Office/Diversity**

Dr. Martin Luther King Jr. Day

<b><i>HRO LEADERSHIP</i></b>		
<b>Human Resources Officer</b>	Lt Col Nicole Nuss	402.309.8170
<b>Deputy HRO</b>	LTC Matthew York	402.309.8144
<b>Occupational Health Nurse</b>	Mr. Josiah Unger	402.309.1832

**EMPLOYEE ASSISTANCE PROGRAMS.**

We are reminded by recent events that no workplace is immune to violence. Workplace violence threats and incidents include a wide range of behaviors from the less severe, such as verbal abuse, to the most extreme acts of violence.

Supervisors are strongly encouraged to ensure their employees are aware of the Employee Assistance Program (EAP), which provides a variety of services to civilian employees. Specifically, EAP is available to provide counseling services and prevention strategies to employees who feel they need assistance in dealing with conflict.

**State of Nebraska Employees**

Deer Oaks website: [www.deeroakseap.com](http://www.deeroakseap.com) TOLL-FREE: 866-792-3616.

Counselors are available 24/7 to provide you with immediate care. WEBSITE: USERNAME: SON / PASSWORD: SON

### **DoD Title 5 Federal Employees**

Effective November 10, 2019, Employee Assistance Program (EAP) services are available to employees assigned to National Guard Units through Magellan Ascend.FOH4You.com, is no longer available to DoD employees.

DoD Employee Assistance Program Toll Free Number, 1-866-580-9046.

Website for National Guard Employees:

<https://magellanascent.com?ccid=hpZiwITni%2FVKnrZqvUQNB1QmnaSXU3FGZhuLkeFpN5A%3D>

### **AGR, Title 32 Technicians, and Traditional Members**

Military OneSource: <https://www.militaryonesource.mil/> or call toll free number, 1-800-342-9647.

### **New W-4 effective 1 January 2020**

Employees hired after January 1<sup>st</sup>, employees who are first paid (new hires) after January 1<sup>st</sup>, and those who make adjustments to withholdings after January 1<sup>st</sup>, are required to use the new IRS form W-4. Current employees who have been paid at least once prior to the end of 2019 do not need to submit a new W-4, unless making adjustments to withholdings. For more information, the IRS has a FAQ site at the following link:

<https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>

### **TECHNICIAN PERSONNEL BRANCH**

<b>Supv HR Spec (Classification/Staffing)</b>	Ms. Deb Burling	402.309.8187
<b>Classification/Manpower</b>	Mr. Larry Martin	402.309.8184
<b>Recruitment, Staffing &amp; Pay</b>	Mr. John Winterfeld	402.309.8186
<b>Classification/Staffing</b>	SSgt Melanie Petersen	402.309.8324
<b>Benefits &amp; Services</b>	Mr. Devin Alt	402.309.8189
	Mr. Jon Sronce	402.309.8173
	A1C Camille Svoboda	402.309.8190
<b>Supv HR Spec (Labor)</b>	Mr. Stephen Oppliger	402.309.8185
<b>Information Systems</b>	Ms. Denise Anderson	402.309.8177
<b>Management Analyst</b>	Ms. Desirae Dockter	402.309.8155
<b>Employee Development</b>	Ms. Jessica Pan	402.309.8182

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

### **2020 PAY ACTIONS.**

The GS-Pay Adjustment has been processed and all GS employees should see the increase with the Pay Period end date of 18 January 2020. Omaha FWS (WG, WL, WS) pay adjustment should run in the next couple of weeks and will be retroactive to 8 December 2019.

The Army will be paid for 27 pay periods as such the taxes have been adjusted to reflect the change. Those employees close to the TSP max contribution please adjust. If you contribute too much, you have to work with the IRS to get your taxes corrected.

### **THRIFT SAVINGS PLAN (TSP) CONTRIBUTIONS AND CONTRIBUTION LIMITS.**

Federal employees who are eligible for TSP can receive up to 5% matching contributions to their TSP paid for by

the federal government. To be eligible for the maximum matching rate you must elect to contribute 5% of your pay. Eligible employees are automatically enrolled at 3% when they are first hired thus they are not receiving the 5% matching contribution. The easiest way to verify what percentage you are contributing is to check your most recent civilian and/or military LES. TSP contributions can be adjusted in myPay for military pay or by visiting the GRB platform at <https://www.ebis.army.mil/login.aspx> for civilian pay. With the more generous pay raise we received this year, now would be a good time to look at raising your TSP contributions especially if you are contributing 4% or less.

The maximum TSP contribution for 2020 is \$19,500. There is a catch-up limit of \$6,500 for anyone who is 50 years or older. Employees who wish to make catch-up contributions need to complete a separate enrollment to request them. Catch-up enrollments do not continue automatically from year to year. All TSP contributions you make or receive, including military, civilian, and any matching contributions, apply towards the limit.

### **PAID PARENTAL LEAVE**

NDAA FY 2020 includes a benefit of 12 weeks of paid parental leave in connection with the birth, adoption, or foster care placement of a child for Federal employees. The new benefit will begin with births, adoptions or foster placements after 30 September 2020. For the meantime, employees still would have to use unpaid leave under the FMLA for those purposes or instead use annual or sick leave to cover all or part of that time.

### **ONBOARDING FOR ALL POSITION CHANGES AND MANDATORY TRAINING FOR SUPERVISORS**

HR will be conducting mandatory training for supervisors (additional training dates will be established). Those supervisors who have open announcements should attend one of the below options:

28 January 2020 – 0830 -1000 and 1300 - 1430 JFHQ 3<sup>rd</sup> floor conference room  
29 January 2020 - 0830 -1000 and 1300 - 1430 JFHQ 3<sup>rd</sup> floor conference room

Below is a list of the general steps once selection has been made by supervisor and approved

1. Email will be sent to supervisor notifying you that selection is approved and you can notify the **SELECTED INDIVIDUAL ONLY**, and Request that you reply to this email within 24 hours to confirm you have notified selected individual that **TENTATIVE OFFER WILL BE SENT, THERE ARE MANDATORY DOCUMENTS WHICH ARE REQUIRED TO BE FILLED OUT.**
2. Once we have received your verification of notification we will send out the **TENTATIVE OFFER** in USA Staffing to the above person. At this point the supervisor can work with the applicant to complete their documents in a timely manner. The **Official Offer WILL NOT BE SENT** until after all documents from Tentative offer process have been reviewed and approved by Benefits section **(this will be done in order received due to the volume of documents we will be receiving)**
3. If you had more than one applicant **DO NOT** notify other applicants until your selected individual has received the **OFFICIAL OFFER** in USA Staffing.
4. Start date will be identified in the **OFFICIAL OFFER**, sent by the HR Office.

On-boarding is **MANDATORY**, selected individuals may have delays in start dates due to this new process. We require a **MINIMUM** of 3 weeks from date tentative offer is sent to start applicants into new positions, this includes promotions, reassignments, temp promotions, conversions, transfers and temp tech appointments, etc.

### **PERFORMANCE APPRAISAL APPLICATION (PAA) DATES FOR FY20 (MARK YOUR CALENDARS).**

Plan- Established (NLT 30 April 2019) with a start date of 1 April 2019  
Progress Review (between 1 October and 30 November 2019)  
Appraisal End date 31 March 2020 (NLT 30 April 2020)

Effective 1 June 2020  
Awards submitted NLT than 18 May 2020  
Awards Board 18 June 2020

### **Qualifying Life Event(OLE)**

Employees are advised to contact the HRO-Services if a change in family or marital status (marriage, death, divorce, birth) occurs. Generally, 30 days before or 60 days after an event certain benefits can be changed. This includes, FEHB, FEGLI, and TSP. You may update your benefits by visiting the GRB platform at <https://www.ebis.army.mil/login.aspx>

### **LEAVE WITHOUT PAY (LWOP)-PERSONAL CODE KA and AUS-LWOP KG.**

Leave without Pay (LWOP) is a temporary nonpay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy. There are two types of LWOP, KA and KG. KA is personal leave without pay and should only be used in certain instances and when you have exhausted all other types of leave. This leave type cannot be used for AUS-LWOP. KG is used when you are on military orders and only when in a Military Status. **These two statuses are not interchangeable and should be used for different situations.** If you are not sure what code to use, please contact the HR office at 402-309-8189/8173.

### **LEAVE WITHOUT PAY (LWOP) CODE KG.**

Technicians on Leave without Pay (LWOP) for Military Duty for One (1) Day or more:

#### **LWOP-US under 30 Days**

Technicians requesting leave without pay (LWOP) for military duty for one (1) to twenty-nine (29) days are required to submit a SF52, Request for Personnel Action, and a copy of their military orders. The employee requesting the action must sign the SF52 in Block 5 (Action Requested by) and the supervisor must sign in Block 6 (Action Authorized By). Part D, Remarks, should state the period of time requested. The paperwork will need to be routed through their appropriate chain of command to HRO prior to departure.

#### **LWOP-US over 30 Days**

Technicians requesting leave without pay (LWOP) for military duty for over thirty (30) are required to submit a SF52, a copy of their orders and Elections/Acknowledgement of USERRA Entering Military Duty located at: <https://ne.ng.mil/Resource/Documents/Election-Doc.pdf>.

The employee requesting the action must sign the SF52 in Block 5 (Action Requested by), the supervisor must sign in Block 6 (Action Authorized By) and Part D, Remarks, should state the period of time requested. The paperwork will need to be routed through their appropriate chain of command to HRO prior to their departure. Upon Return to Duty, Technicians must contact HRO and complete the Return to Civilian Federal Employment from Military Duty Form located at: <https://ne.ng.mil/Resource/Documents/RTD-Doc.pdf>

Supervisors will need to code the above mentioned employees in ATAAPS as a 5/8 hour work schedule while on those military orders. Individuals on military duty for over 30 days and currently on a Maxi-flex Work Schedule must complete a NE TAG 444-R, Request for Alternate Work Schedule (AWS) to change to a 5/8 Work schedule and send the form to the appropriate Finance Office (i.e. ARNG-USPFO and ANG-155CPTF) prior to their departure.

### **TECHNICIAN TRAINING REQUESTS AND TRAVEL.**

For employees attending training, the SF 182, Authorization, Agreement and Certification of Training, must be completed, signed by the supervisor and sent to HRO NLT 45 days prior to training. For ATRRS courses, send the

SF 182 as soon as you know a technician is going to attend training. Late SF 182 submission means the employee will likely miss out on the training. Most ATRRS courses fill up 6 months in advance.

If the training is longer than 80 hours or more than \$1000, the employee must sign the Continued Service Agreement to continue service in the agency, page 4 and 5 of the SF 182, for at least three times the length of the course. For example, if the course is 80 hours, then the employee would sign the agreement for 6 weeks beyond the course end date.

Travel authorizations should be completed in DTS (Defense Travel System) NLT 30 days prior to travel and the LOI or other substantiating document must be uploaded in DTS. For travel only, an SF 182 is not needed, however the reason for travel must be annotated in the Trip Description line. Any changes to the authorization that cause an increase in cost, must be annotated by amending the authorization prior to starting a travel voucher.

Point of contact for training is Ms. Jessica Pan at 402-309-8182 or [jessica.k.pan.civ@mail.mil](mailto:jessica.k.pan.civ@mail.mil).

### **UPDATE YOUR GLOBAL ADDRESS LIST (GAL) TO RECEIVE JOB ANNOUNCEMENTS.**

The HR Office emails job announcements almost daily to all Nebraska Army and Air National Guard members who are on the Nebraska distribution list. The announcements include Federal Technician, State, Active Guard and Reserve (AGR), Full Time National Guard Duty for Operations Support (FTNGD-OS) and Traditional/M-day positions.

This list uses your email duty installation/location address. If you are not receiving these emails and should be, you will need to update your Global Address List (GAL) information on MilConnect. Instructions are located at: <https://gko.portal.ng.mil/states/NE/Directorates/G6/CS/Faqs/How-to-update-GAL.pdf>

---

<b><i>STATE PERSONNEL BRANCH</i></b>		
<b>HR Manager</b>	Ms. Polly Putney	402.309.8172
<b>HR Assistant / Benefits</b>	Mr. Tim Diedrichsen	402.309.8180
<b>HR Assistant / Payroll</b>	Ms. Sue Spence	402.309.8178

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

### **2019-2020 SMART GOALS.**

All 2019 SMART GOALS should have been entered by 12-31-2019. If those goal have not been entered, they need to be finalized so they will appear in the performance review that was just launched. Evaluations for 2019 should be in teammates' and people leaders' queues for completion.

People Leaders should meet with their Teammates to discuss 2020 goals, answer any questions, and establish a supportive plan to enable to Teammate to be successful.

#### ***2020 Goals for Teammates (5):***

- 3 core goals related to the Teammate's job duties
  - 1 goal related to training and development
  - 1 floating goal (can be project oriented – if no projects, the Teammate will have 4 job duty related goals)
- For example: Create an agency safety program for all Teammates by September 30, 2020.

#### ***2020 Goals for People Leaders (5):***

- 4 core goals related to the People Leader's job duties (one can be project related)
- 1 goal related to training

***Labor Contract Covered Teammates (NAPE/FOP 88/SLEBC/SCATA):***

- Teammates covered by labor contracts will receive merit increases as directed by the provisions of their 2019-2021 labor agreement
- Labor agreements can be found at: [http://das.nebraska.gov/emprel/Publications\\_New.html](http://das.nebraska.gov/emprel/Publications_New.html)

***How can I prepare?***

- Understanding the Performance Rating Scale (online). Register or assign to teams in the EDC [here](#).
- How to Set Team and Employee Goals (online) Register or assign to teams in the EDC [here](#).
- Performance Review Fundamentals (online) Register or assign to teams in the EDC [here](#).
- Employee Development Center user guides [here](#).

**HOLIDAYS.**

Employees must be in a paid status the day before and the day after a holiday, in order to receive holiday pay.

**LEAVE AND OVERTIME IN SAME WEEK – 40 HOURS WORK WEEKS.**

When an employee takes leave, such as vacation, sick or compensatory time, in the same week that they work more than a 40 hour work week, the leave time is to be reduced until the total hours for the week equals 40 or the leave is eliminated. If total hours WORKED for a work week are 40 hours or less then no time should be recorded to an overtime pay code (such as pay code 70 or 91). Each work week is calculated separately based on a 40 hour work week. Work time cannot be flexed from one work week in the pay period to another. As an example, employees cannot work 45 hours in one work week and then work 35 hours in the other. Employees who work over 40 hours in a work week, should enter overtime pay codes to the hours over 40.

**CHANGES TO ADDRESSES, PHONE NUMBERS, DIRECT DEPOSIT AND EMERGENCY CONTACTS.**

Employees can change their addresses, update phone numbers change direct deposit information and update Emergency Contact information in the Employee Work Center (EWC).

Go to the LINK website – <http://www.link.nebraska.gov> to get to the EWC. Once you are logged in click on the appropriate icon (Pay – for direct deposit changes or Personal Information – for address or phone number changes).

**30-DAY WINDOW – INSURANCE STATUS CHANGES.**

Employees or spouses that have a qualifying status change have **30 DAYS** to change benefits. All changes must be consistent with a qualifying event. All requests will be made through the Employee Work Center (EWC) and the necessary documentation must be attached in the benefits change process. **WHEN COUNTING THE 30 DAYS, THE DATE OF THE EVENT MUST BE COUNTED AS DAY ONE.** As an example, if an employee got married on August 15, 2019 -- August 15th would be day one.

**NEW THIS YEAR! WELLNEBRASKA HEALTH PLAN (WITH WELLNESS INCENTIVE); ENHANCED MATERNITY BENEFITS.**

Effective July 1, 2020, the WellNebraska Health Plan (with Wellness Incentive) will be the only plan that will have enhanced maternity benefits.

- In-network, medically necessary, outpatient maternity related services will be paid at 100% of eligible expenses.
- In-network, inpatient medically necessary hospital charges that are maternity related services will have a \$500 copay and then be paid at 100% of eligible charges. In-network inpatient, well baby nursery eligible charges will also be paid at 100% once the \$500 copay is satisfied.

- Please note, you must have completed the requirements of, and be on the WellNebraska Health Plan (with Wellness Incentive) prior to the birth, to receive this benefit. This benefit is not offered on any other State of Nebraska Medical plan.

### **WELLNEBRASKA HEALTH PLAN (with Wellness Incentive)**

State Teammates completing the following requirements may be eligible to enroll in the WellNebraska Health Plan (with Wellness Incentive) for the benefit plan year beginning July 1, 2020.

To participate you (and your spouse) must be currently enrolled in the State of Nebraska medical coverage with UHC, and **do the following prior to 3/31/2020:**

- Go to <https://www.myuhc.com/member/prewelcome.do?currentLanguageFromPreCheck=en> BOTH employee and spouse must login separately, using separate email addresses, and creating separate accounts if they haven't already. If you are on a military computer, utilize Chrome and copy the link above into your browser.
- Click on the "Rally Health and Wellness" tile to register on the Rally site if you haven't already
- Both the employee and spouse will start on Rally by answering questions that will personalize their individual Rally profile(s). Upon completion of the Rally Health Survey, both the employee and spouse will receive their Rally Age. Each individual Rally site will show that the employee and spouse have each completed 100% of their individual requirement. Printing or saving a copy of each Rally age confirmation, also showing the date it was completed is recommended as a back-up record of completion.
- If you and your spouse complete and submit the Rally Health Survey between January 1, 2020 and prior to midnight CST on March 31, 2020, you will be eligible for the WellNebraska Health Plan with Wellness Incentive effective 7/1/2020. Only Rally Health Surveys that are completed during this timeframe meet the requirement for the incentive for July 1, 2020. Surveys completed outside of this timeframe do not qualify.
- UHC will provide a report to the State of Nebraska showing who has completed the requirement.
- Manual paper Rally Health Surveys will not be accepted for anyone that is currently enrolled in the State of Nebraska medical coverage with UHC.

If either you or your spouse are not currently enrolled in the State of Nebraska Medical coverage with UHC and want to have the WellNebraska Health Plan with Wellness Incentive available in your Open Enrollment elections:

- Contact the State of Nebraska Wellness and Benefits Team (402.471.4443/877.721.2228 or [as.employeebenefits@nebraska.gov](mailto:as.employeebenefits@nebraska.gov)) to request the Rally Health Survey paper version be emailed to you.
- If you are the spouse of a State of Nebraska teammate, you must list their State of Nebraska ID number to be identified on the form.
- Complete one paper version of the Rally Health Survey per person (please use black or blue ink).
- Submit the completed Rally Health Survey to UHC via the Fax number or mailing address provided on the form. (For verification of survey receipt by UHC, you can contact the State of Nebraska Wellness and Benefits team).
- If you and your spouse complete and submit your Rally Health Surveys prior to midnight on March 31, 2020, you will be eligible for the WellNebraska Health Plan with Wellness Incentive effective 7/1/2020.

- UHC will provide a report to the State of Nebraska showing who has completed the requirement.

Both the employee and spouse must log into Rally individually with their own unique Rally ID and complete the Rally Health Survey. The online Rally screen must show 100% complete online in Rally by March 31, 2020 for both the Employee and Spouse for any/all family members to qualify for the Wellness incentive for the 7/1/20 to 6/30/21 health plan year. If either the Employee or the Spouse do not complete the Rally survey by March 31, 2020, no one in the family will qualify for the Wellness incentive for the 7/1/20-6/30/21 health plan year.

\*Please note:

Completed Rally Health Survey must to be submitted to UHC by midnight on March 31, 2020. (Late submissions will not be accepted)

UHC will be providing State of Nebraska a report showing who has completed the requirement by the deadline and is eligible for the Wellness Incentive for July 1, 2020. If you (or your spouse) fail to complete the Health Survey and submit to UHC by Midnight on March 31, 2020 YOU WILL NOT BE ELIGIBLE FOR THE INCENTIVE.

If you are on an Employee + Spouse or Family Plan your spouse must also complete and submit the health survey for you to be eligible for the incentive rate.

If you plan to add a spouse to your plan during Open Enrollment for the new plan year as of July 1, 2020, your spouse must complete the Rally Health Survey prior to 3/31/2020 to be eligible for the Wellness Incentive.

Need Technical Assistance?

Teammates currently enrolled in the State of Nebraska medical coverage:  
Please call the phone number on the back of your medical card.

Teammates not currently enrolled in the State of Nebraska medical coverage:  
Please Contact the State of Nebraska Wellness and Benefits Team (402.471.4443/877.721.2228 or as.employeenefits@nebraska.gov )

<b><i>AGR PERSONNEL BRANCH</i></b>			
<b>NAME</b>	<b>POSITION TITLE</b>	<b>TELEPHONE</b>	<b>E-MAIL</b>
CW4 Jeff Thomas	AGR Branch Manager	402.309.8171	<a href="mailto:jeffrey.r.thomas20.mil@mail.mil">jeffrey.r.thomas20.mil@mail.mil</a>
SGM Lucas Poppe	AGR Branch SGM	402.309.8175	<a href="mailto:lucas.l.poppe.mil@mail.mil">lucas.l.poppe.mil@mail.mil</a>
SFC Eric Martin	ANG & ARNG Announcements, Accessions, Retirements	402.309.8183	<a href="mailto:eric.j.martin28.mil@mail.mil">eric.j.martin28.mil@mail.mil</a>
SSG Ben Schall	ANG & ARNG Personnel Support, Finance, Actions, Orders	402.309.8181	<a href="mailto:benjamin.j.schall.mil@mail.mil">benjamin.j.schall.mil@mail.mil</a>
Vacant	ANG & ARNG Personnel Support and Tricare	402.309.8199	

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

**AGR TRAVEL & DTS (ARNG).**

In order to ensure there are enough funds to support your requirements, All AGRs are required to submit through their chain of command their projections for AGR travel NLT 1 June 2020 for FY21 requirements. [FY21 AGR Travel Estimate.](#)

Updated AGR Travel Estimates from all AGRs (through chain of command) are due 30 days prior to the start of the quarter (1 DECEMBER, 1 MARCH, 1 JUNE, 1 SEPTEMBER). [FY20 AGR Travel Estimate.](#)

DTS should be input as soon as the travel is known, minimum 2 weeks prior to travel. Any DTS input less than 2 weeks prior to travel requires a phone call to the AGR Branch SGM at 309-8175.

All DTS routed to "AGR Travel" needs to have a substantiating document attached (LOI, MOI, Flyer, Email) that provides information about the travel (What, Who, Purpose, When, Where, Meals, Lodging, Transportation Plan). Any changes to a AGRs DTS that increases the cost will be amended with an explanation in "Comments to the Approving Official" and routed for approval before the voucher is started. In emergency situations call AGR Branch SGM at 309-8175 or 309-3820 for verbal approval.

**Mandatory Comments:**

Other Auths and Pre-Audits / Other Authorizations / +Add Other Authorization / OTHER (See remarks below), (Copy/Paste)

Maximum Government Travel Card ATM advance is 80% of the meals and incidentals per diem rate up to \$250 per TDY.

Any changes to the authorization that causes an increase in cost, must be annotated by amending the authorization to reflect the changes, with an explanation in "Comments to the Approving Official", before the voucher is started.

Emergency changes to authorization requires verbal approval from Program Manager. 402-309-8175, 8183, 8181. or cell 402-309-3820.

Terminal Parking is \$6 per day at OMA and \$6.50 at LNK.

From the Joint Travel Regulation, A. Financial Responsibility. Traveling responsibly includes using the least expensive transportation mode, parking facilities, public transportation, or rental vehicle. It also includes scheduling travel as early as possible to take advantage of discounted transportation rates. The traveler is financially responsible for excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified.

**ACTIVE SERVICE MANAGEMENT BOARD (ASMB) (ARNG).**

An ASMB will be conducted in the 3<sup>rd</sup> quarter to consider AGR's for involuntary retirement. All Soldiers with 18 years of active federal service or more, as of the board date will be considered. It is critical that all AGR's being considered ensure their personnel records are current on iPERMS. Evaluations, awards, DA Form 2-1 and all SIDPERS data should be current. A current DA Photo will also be required. Height/weight, weapons qualification and APFT must also be current and input into DTMS. Soldiers with an approved retirement will not be considered by this board.

**ACTIVE/RESERVE COMPONENT PAY TABLE FOR 2020.**

The 2020 Active/Reserve Component Pay Tables are available on the DFAS website at <https://www.dfas.mil/militarymembers.html>

The pay charts reflect a 3.1% increase in military pay for 2020 and became effective on 1 January 2020. Members can also find 2020 Basic Allowance for Housing (BAH) rates effective on 1 January 2020.

---

<b><i>EQUAL EMPLOYMENT OFFICE / DIVERSITY</i></b>		
<b>EEO</b>	Mr. Kevin Rose	402.309.8111

**DR. MARTIN LUTHER KING JR DAY.**

January 20<sup>th</sup> is a federal holiday designated as Dr. Martin Luther King Jr. Day. Dr. Martin Luther King was perhaps the most famous American civil rights leader. Dr. King's peaceful protests made America look in the mirror and acknowledge the racism and inequality that existed in our country. In 1968, Dr. King delivered his famous speech most refer to as "I Have A Dream" where over 250,000 civil rights supporters gathered on the steps of the Lincoln Memorial in Washing D.C. Many point to this speech as the defining moment of the civil rights era.

*"I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin, but by the content of their character."*

In this speech, Dr. King called for an end to racism and the inequalities that plagued America at that time. Dr. King's tireless efforts helped bring about the civil rights legislation and real change that ensured all citizens an equal standing in America.

The Nebraska National Guard's Special Emphasis Group would like to take this moment to recognize Dr. King and his tireless work for equality and civil rights for all people in America. Although an assassin's bullet ended his life prematurely, his legacy of equality lives on.



JAN 07 2020

NGNE-TAG

MEMORANDUM FOR All Employees of the Nebraska Military Department and the Nebraska National Guard.

SUBJECT: Military Department Policy - Employee Assistance Program (EAP)

1. In order to accomplish our mission and serve the people of our great state and nation, we must maintain high levels of productivity and morale. The mental and physical health of the workforce is critical to our success. The organization has three different employee assistance programs to meet the needs of our full time State, AGR and Technician employees and their immediate family members. These services are provided at no charge to the employees. Counselors from each of the providers follow federal law and regulations which strictly prohibit the release of information from personal consultation; confidentiality is strictly upheld.

2. Problems such as alcohol or drug abuse; family, marital status, legal or financial difficulties; job, or other personal stresses can exist for our employees. These situations often manifest themselves in the form of accidents, poor conduct, attendance problems, and decreased quality of work and production. Employees are often reluctant to seek assistance because they feel that their problems are of a personal nature. Oftentimes these personal problems carry over and become employment problems.

3. Nebraska Military Department and Nebraska National Guard employees are encouraged to use the employee assistance program whenever they feel that they (or their immediate family members) have problems that require professional help. The following lists the three different providers, which personnel system they service, and contact information (phone number and web site).

- a. Full Time State employees: Deer Oaks EAP
  - 1) Phone: 1-866-792-3616
  - 2) Website: [www.deeroaks.com](http://www.deeroaks.com)

NGNE-TAG

Subject: Military Department Policy - Employee Assistance Program (EAP)

- b. Military Technicians, Traditional Guard members, AGR: Military One Source
    - 1) Phone: 1-800-342-9647
    - 2) Website: <http://www.militaryonesource.mil>
  
  - c. Federal Civilian Employees: Magellan Ascend
    - 1) Phone: 1-866-580-9046
    - 2) Website: <https://magellanascend.com?ccid=hpZiwiTni%2FVKnrZqvUQNB1QmnaSXU3FGZhulkeFpN5A%3D>
4. All providers maintain a 24-hour "800" hotline to provide assistance on a timely basis. If necessary, referrals are made to appropriate care providers.
5. If a supervisor refers an employee to an EAP counselor for performance-related problems, administrative leave is authorized for the first counseling session. If the EAP counselor deems more counseling sessions to be necessary, the employee is required to be in an appropriate leave status if the sessions are scheduled during duty hours.
6. This policy is approved for distribution to all employees of Nebraska Military Department and members of the Nebraska National Guard.
7. The points of contact for this policy are the State Equal Employment Manager at 402-309-8111 or the State Human Resources Manager at 402-309-8172.
8. This policy supersedes Military Department Policy (MIL 01-022-14) dated 31 March, 2014.
9. This policy will be reviewed NLT 1 January 2021 for verification or proposed changes by the policy proponent. This policy will stay in effect unless superseded or rescinded. Interim changes to this policy will not become official until they are reviewed and authorized through the appropriate authority.



DARYL L. BOHAC  
Major General  
The Adjutant General

# DR. MARTIN LUTHER KING, JR. DAY

REMEMBER!  
CELEBRATE!  
ACT!

A DAY ON,  
NOT A DAY OFF!



Designed by James Lasher for the Defense Equal Opportunity Management Institute

# Martin Luther King Jr. Day

“Make a career of  
**HUMANITY.**

Commit yourself to the  
noble struggle for  
**EQUAL RIGHTS.**

You will make a  
**GREATER PERSON**  
of yourself, a  
**GREATER NATION**  
of your country, and a  
**FINER WORLD**  
to live in.”

- Dr. Martin Luther King, Jr.

**Remember! Celebrate! Act! A Day On, Not A Day Off!**



Designed by DEOMI - Defense Equal Opportunity Management Institute





**CULTURAL**

# OBSERVANCES

**AND AWARENESS EVENTS**

For 2020: The Secretary of Defense is honored to recognize the 75<sup>th</sup> Anniversary Commemoration of the end of World War II. DEOMI will focus each Special Observance Month this year on the contributions of those groups during this watershed event.

For more information go to: <https://www.defense.gov/WWII75> and <https://www.dvidshub.net/feature/WWII75>.



**2020 Theme: Honoring the Past, Securing the Future  
World War II 75<sup>th</sup> Anniversary Commemoration Program**

OBSERVANCE/AWARENESS EVENT	DATE	AUTHORIZATION
Martin Luther King, Jr. Birthday	20 January 2020	Public Law 98-144
National African American/Black History Month	1-29 February 2020	Public Law 99-244
Women's History Month	1-31 March 2020	Public Law 100-9
Holocaust Remembrance Day Days of Remembrance	21 April 2020 19 April – 26 April 2020	Public Law 96-388
Asian American and Pacific Islander Heritage Month	1-31 May 2020	Title 36, U.S. Code, Section 102.
Women's Equality Day	26 August 2020	Public Law 93-105
National Hispanic Heritage Month	15 September- 15 October 2020	Title 36, U.S. Code, Section 126.
National Disability Employment Awareness Month	1-31 October 2020	Title 36, U.S. Code, Section 121.
National American Indian Heritage Month	1-30 November 2020	Public Law 103-462

**PLEASE NOTE:** DEOMI lists only observances established by law, bill, or resolution of Congress. Nothing precludes an organization from creating their own theme or using previously published themes. Organizations are not required to limit their special observances to just those reflected here. Organizations are reminded that special observances are conducted to recognize the continuous achievements of all Americans to American culture and to increase awareness, mutual respect, and understanding. They are designed to enhance cross-cultural and cross-gender awareness and promote harmony among all military members, their families, and the DOD civilian workforce. For more information about how to conduct a special observance, please visit: [www.deomi.org](http://www.deomi.org).