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**Equal Employment Office/Diversity**

Women’s Equality Day Flyer

<b><i>HRO LEADERSHIP</i></b>		
<b>Human Resources Officer</b>	Col Nicole Nuss	402.309.8170
<b>Deputy HRO (Acting)</b>	Mr. Stephen Oppliger	402.309.8185
<b>Senior Enlisted Leader (SEL)</b>	SGM William Cary	402.309.8175

**COVID-19 HR INFORMATION**

For human resources information related to the COVID-19 situation, please visit <https://ne.ng.mil/Pages/COVID-19.aspx>.

## **EMPLOYEE ASSISTANCE PROGRAMS**

This past year, mandatory social-distancing placed even more stress on employees, leaving many people feeling isolated and missing their usual social activities and interaction.

Supervisors are strongly encouraged to check in with your employees and ensure they are aware of the resources available to include Employee Assistance Programs (EAP), which provide a variety of services to employees to include Counseling, Coaching, and online programs in the areas of Work Life Services (Child care/Parenting, Daily living, Education, Moving, Pet Ownership, Pregnancy and Adoption, Relationships, and Special Needs), Legal, Financial, and Identity Theft Issues. Specifically, EAP is available to provide counseling services and prevention strategies to employees who feel they need assistance in dealing with stress or conflict. It is a free confidential program to help you balance your work, family, and personal life. Below are the EAP services available to employees:

### **State of Nebraska Employees**

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

Counselors are available 24/7 to provide you with immediate care.

### **DoD Title 5 and Title 32 Federal Employees**

#### ***24 hours a day/7 days a week***

Magellan EAP Call Center

(866) 580-9046

Or

Log on to your member website

[www.magellanascend.com](http://www.magellanascend.com) (please use Google Chrome)

Company Name: Army National Guard - Nebraska

April 1 – Agency Website(s) & Clinical First Answer Call Center

In order to properly set up your account the company name for both the Nebraska Air and Army National Guards is “Army National Guard-Nebraska” as they fall under the same contract.

If you have additional questions about this program please contact Mr. Devin Alt in HRO at 402-309-8189 or email at [devin.j.alt.civ@mail.mil](mailto:devin.j.alt.civ@mail.mil).

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

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

## **HUMAN RESOURCE OFFICE TRAINING CALENDAR**

2021 Calendar items are published at <https://gko.portal.ng.mil/states/NE/Directorates/J1/Tech/Pages/default.aspx>. Contact Glenn Fortmayer to register at [glenn.a.fortmayer.civ@mail.mil](mailto:glenn.a.fortmayer.civ@mail.mil)

The following classes are scheduled for this quarter:

- Federal Resume Writing – 11 August 2021, JFHQ 3<sup>rd</sup> Floor, two sessions, 0800 and 0930 start times
- Army Civilian New Employee Orientation Training (Required) – 24 August 2021, JFHQ 3<sup>rd</sup> Floor, 0800-1600
- Air Civilian New Employee Orientation Training (Required) – 25 August 2021, JFHQ 3<sup>rd</sup> Floor, 0800-1600
- Retirement & TSP – 13 October 2021, JFHQ 3<sup>rd</sup> Floor, two sessions, 0800-1100 and 1230-1530
- Federal Resume Writing – 28 October 2021, JFHQ 3<sup>rd</sup> Floor, two sessions, 0800 and 1000 start times

AGR Supervisor Training will be held in September/October 2021. POC MAJ Cory Huskey at 309-8171.

**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>	Mr. Rowell T Cabardo	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>	Mr. Glenn Fortmayer	402.309.7934

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

**TELEWORK**

Update to telework, telework with children at home **EXPIRED on 30 Jun 2021**. Please make arrangements to have child care after 30 Jun 2021.

**ENVIRONMENTAL DIFFERENTIAL PAY/HAZARDOUS DUTY PAY (EDP/HDP)**

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 work in conditions they believe meet the above, please submit a TAG-NE Form 550-1 in accordance with NE TPR 550 for certification no later than 01 AUG 2021.

**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, Mr. John Winterfeld 402-309-8186 or [john.w.winterfeld.civ@mail.mil](mailto:john.w.winterfeld.civ@mail.mil)

### **IN-LIEU OF HOLIDAYS FOR CY21**

Friday, January 1	New Year's Day
Monday, January 18	Birthday of Martin Luther King, Jr.- In- lieu holiday Tuesday 19 Jan 21
Wednesday, January 20*	Inauguration Day- Does not apply to us
Monday, February 15**	Washington's Birthday- In- lieu holiday Tuesday 16 Feb 21
Monday, May 31	Memorial Day- In- lieu holiday Friday 28 May 21
Monday, July 5***	Independence Day -In- lieu holiday Tuesday 6 JUL 21
<b>Monday, September 6</b>	<b>Labor Day- In- lieu holiday Friday 3 Sep 21</b>
<b>Monday, October 11</b>	<b>Columbus Day - In- lieu holiday Tuesday 12 Oct 21</b>
<b>Thursday, November 11</b>	<b>Veterans Day</b>
<b>Thursday, November 25</b>	<b>Thanksgiving Day</b>
<b>Friday, December 24****</b>	<b>Christmas Day In- lieu holiday Thursday 23 Dec 21</b>

### **PAID PARENTAL LEAVE (PPL) FOR FEDERAL CIVILIAN EMPLOYEES QUESTIONS AND ANSWERS**

**Q1. I gave birth in September, but am still on maternity leave, taking unpaid leave under FMLA. Can I now substitute PPL for my remaining maternity leave?**

**A1.** No. PPL may only be used for a birth or placement occurring on or after 1 October 2020.

**Q2. An employee's foster daughter has lived with the family for two years and will be officially adopted next week. Does this event qualify for PPL?**

**A2.** No. In the case of adoption, the placement of the child to be later adopted is considered the qualifying event and the date of placement is the date of the qualifying event. PPL only applies to qualifying events that occur on or after October 1, 2020. The daughter's placement with the family two years ago is not considered a qualifying event.

**Q3. An employee is scheduled to give birth in the next few weeks, and is making an adoption plan for the child. Will PPL apply to the employee's time off for the birth and recovery?**

**A3.** No. Paid parental leave is to be used when an employee has a "parental" role. A parent who does not maintain a continuing parental role with respect to a newly born or placed child would not be eligible for paid parental leave once the parental role has ended.

**Q4. A 5-year National Guard civilian employee has only worked in the office for ten months. Is he eligible for PPL when his child is born?**

**A4.** Yes, as long as his current service is part-time or full-time, he is in a permanent appointment of at least 12 months' duration, and he has a total of 12 months FMLA-qualified time with the federal service.

**Q5. A supervisor prefers that employees take annual leave instead of PPL, in order to use up the annual leave and avoid future time off. May the supervisor refuse to approve PPL under FMLA?**

**A5.** No. If an employee has an authorized reason to invoke their entitlement to leave under the FMLA, a supervisor may not disapprove an administratively acceptable request for leave under the FMLA, nor the substitution of PPL for unpaid leave under FMLA. Nor may the supervisor make the employee use annual or sick leave.

**Q6. An employee wants to save her entire FMLA entitlement in case she has to care for an ailing spouse. Can she just take PPL and not invoke her entitlement to other leave under the FMLA?**

**A6.** No. PPL is a substitution for unpaid leave under the FMLA; an employee must invoke their entitlement under FMLA in order to make that substitution. Therefore, use of PPL will “count against” the 12-week limit of FMLA entitlement in the 12-month period. However, the employee may request annual or sick leave for the birth and recovery, without invoking FMLA, subject to normal leave requesting and approval guidelines. Alternatively, the employee could take PPL under the FMLA now and request annual leave, or sick leave for care of a family member, later to care for her spouse. However, note that FMLA is an entitlement which may not be disapproved for an authorized purpose, while annual leave is at the supervisor’s discretion based on mission requirements.

**Q7. My employee is having a sibling set (2 children) placed with him in foster care. He is requesting 12 weeks of PPL for each child. Can he do that? What if he is placed with 2 children at different times?**

**A7.** A multiple placement or birth is considered one qualifying event and the date of placement is the date of the qualifying event. So if placed with a sibling set, the employee would be entitled to 12 weeks of PPL for the single qualifying event, assuming they had no other leave usage under FMLA in the last 12 months. If placed with 2 children in 2 separate qualifying events (e.g. two children in two separate placements on different placement dates), they would be entitled to 12 weeks for each qualifying event; however, that entitlement is reduced by the amount of leave taken under FMLA during the last 12 months.

**Q8. I’m giving birth in mid-October. My spouse is also a federal employee and will also be invoking his FMLA PPL entitlement. Rather than using my full entitlement of 12 weeks right away, I’d like to spread them out; use 6 weeks after the birth, then the rest intermittently later. Is that allowed?**

**A8.** Yes, with the agreement of the employing agency. Such agreement must be in writing.

**Q9. I have an employee who I know has been pregnant and just notified me that they are scheduled to give birth in mid-October. Do I have to ask the employee to bring in documentation showing a qualifying event for PPL is in fact upcoming?**

**A9.** No. Supervisors may, at their discretion, require administratively acceptable documentation that shows an employee’s paid parental leave is appropriately requested and directly connected to a qualifying event. If you do not feel the need to “validate” the qualifying event, you are not mandated to require supporting documentation. Supervisors are encouraged to consult with their servicing Human Resources and/or Legal offices when they have questions regarding whether to require documentation and/or what documentation is administratively acceptable.

**Q10. If an employee has already used unpaid leave under the FMLA in the last 12 months, is the employee still entitled to PPL?**

**A10.** That depends on when the unpaid leave under the FMLA started and how much was taken, because all leave under FMLA is limited to 12 weeks in a 12 month period.

Scenario 1: In January, an employee uses two weeks unpaid leave under FMLA to care for a seriously ill family member. The 12-month FMLA leave period started the first day of that unpaid leave. Two months later, in March, the employee has a child, which then starts the 12- month leave period for PPL. However, because of the previous unpaid leave taken to care for the family member, there are now only 10 weeks unpaid leave under FMLA remaining to be substituted with PPL. The employee may take those 10 weeks. When the 12-month period that started with care for the family member ends in December, the employee may request new unpaid leave under FMLA and take the remaining two weeks of PPL entitlement. (It should be noted, however, that this would result in an intermittent use of PPL, which would also require agreement from the supervisor, in writing.) Paid parental leave may be substituted for FMLA unpaid leave used after birth or placement even if there are two 12-month periods involved; however, the total amount of paid parental leave in connection with any given birth or placement is limited to 12 weeks and must be used within 12 months of the qualifying event.

Scenario 2: Same as above, but the birth occurs in November, eleven months following the unpaid leave to care for the family member. That first 12-month FMLA unpaid period still has ten weeks untaken leave but there are only four

calendar weeks left in the 12-month period. The employee may request those four weeks for substitution with PPL. Again, in January, the employee may invoke FMLA again and request unpaid leave for the remaining eight weeks in the 12-week PPL period (as long as the supervisor agrees to the intermittent use). Paid parental leave may be substituted for FMLA unpaid leave used after birth or placement even if there are two 12-month periods involved; however, the total amount of paid parental leave in connection with any given birth or placement is limited to 12 weeks, and must be taken within 12 months of the qualifying event.

**Q11. An employee's spouse is having a baby next month and they want to invoke unpaid leave under the FMLA and substitute PPL. What kind of documentation should I request from the employee?**

**A11.** The request and acceptance of any form of documentation is always at the supervisor's discretion. Supervisors are encouraged to consult with their servicing Human Resources and/or Legal offices, regarding whether to require documentation, and what documentation is considered administratively acceptable. Examples include, but are not limited to: birth certificates (when readily available); a note or letter from a medical provider confirming a birth; a letter from a foster or adoption agency; a court document indicating a placement or establishment of other caregiver/parental role, etc.

**Q12. Are same-sex parent-employees both eligible for PPL?**

**A12.** Yes, as long as the eligibility requirements for FMLA are met: 12 months or more of federal service of a type covered under title 5 FMLA provisions; part-time or full-time employee; in a permanent appointment of at least one year in duration. PPL is gender-neutral and applies to both qualified parent-employees.

**Q13. An employee transferred to the National Guard eight months ago from a Library of Congress position, where she worked for ten years as a federal employee. She has invoked unpaid leave under FMLA and indicated she will substitute that leave with PPL. Is she eligible?**

**A13.** It depends how long she has worked for the National Guard, or any other agency covered by the FMLA. The Library of Congress, as well as the Government Accountability Office and government of the District of Columbia, is not covered by the FMLA. The employee needs to have 12 months of work in a FMLA covered Agency, and may count any such work she did in the past. If she does not have the required cumulative 12 months, she may wait four more months, when she will accumulate 12 months of National Guard service time, and then apply for unpaid FMLA and PPL.

**Q15. I'm due to give birth in mid-October and would like to use PPL. What paperwork am I required to complete and submit? Specifically, am I required to submit separate FMLA paperwork on top of the PPL Request Form and the Agreement for Work Obligation Form?**

**A15.** You must first "invoke" your entitlement to FMLA. CNGBI 1400.25V630 requires that FMLA be invoked either through submission of OPM Form 71. Policy also requires that supporting documentation be provided that is acceptable to the National Guard and consistent with regulations. For the purposes of qualifying events for PPL, the PPL Request Form serves this purpose, along with other supporting documentation your supervisor may require to validate the qualifying event. Therefore, you must invoke FMLA by submitting an OPM Form 71 and you must complete and submit the PPL Request Form and the Agreement for Work Obligation.

**Q16. I have not previously invoked FMLA. I am scheduled to give birth on October 12, 2020. I would like to take six weeks of sick leave for my recovery from childbirth, but do not plan to invoke FMLA for that purpose since I'm not required to do so. I would then like to take 12 weeks of PPL starting on November 23rd. Can I do that?**

**A16.** Yes. Since you did not invoke FMLA for your recovery, and used your sick leave, you still have 12 weeks of FMLA entitlement for PPL. If you invoke FMLA after your 6 weeks of sick leave, on November 23rd, you may substitute 12 weeks of PPL for the FMLA unpaid leave starting on the same date. In this scenario, the FMLA period is from November 23, 2020- October 11, 2021. Even though the employee did not invoke FMLA on the day of the birth event, the FMLA PPL period must end 12 months after the birth event. You would be entitled to substitute 12 weeks of PPL between November 23, 2020-October 11, 2021.

**Q17. I have an employee who was scheduled to give birth in November, however, she developed a medical complication and the baby was born prematurely on 4 Oct. Because of the emergency nature of the situation, she was unable to submit her request, or her work obligation form, prior to needing the PPL. What do I do?**

**A17.** Although an employee should request, in advance, and in writing, their intention to use PPL, the supervisor may grant PPL prior to receiving an employee's written PPL request based on the employee's communications with a supervisor or management. Under these circumstances, the granting of PPL is considered to be provisional and the employee's written request should be provided as soon as possible, but no later than 5 workdays of the employee's return to duty status. Additionally, an employee can communicate the work agreement through email or text message, however, a written work obligation form, with signature, is required within 24 hours of making the request to substitute PPL. If an employee is physically or mentally incapable of invoking FMLA and requesting PPL, the employee's personal representative may also invoke the employee's FMLA entitlement and request to substitute PPL for the unpaid leave. In such cases, the employee must, within 5 workdays of the employee's return to duty status, sign a work agreement and make the written request to substitute PPL for FMLA unpaid leave on a retroactive basis.

**RETIREMENT, LEAVE WITHOUT PAY (LWOP) AND MILITARY BUY BACK – EMPLOYEES AND SUPERVISORS MUST PROVIDE THE DOCUMENTS TO THE HUMAN RESOURCES (HR) OFFICE**

You as an employee are responsible for providing the correct documents to HR in a timely manner.

\*\*\*\*If your orders change, you must submit the updated orders to HR since we do not have access to check for your orders. Failure to submit changes to your LWOP time could result in being returned to duty too soon or not being return to duty properly and this can impact your pay and benefits.\*\*\*\*

Required Documents for LWOP include a SF-52, copy of your orders and an election sheet. HR needs this prior to going on scheduled orders regardless of the length of LWOP (1 day – 5 years). Documents are located at: <https://ne.ng.mil/Resource/Pages/Technician-Title-5-Branch.aspx> under the Employee Benefits\Military Duty & USERRA.

In addition to the documentation required from HRO, a TAGNE-126 or a certified copy of your orders must be submitted to the Technician Pay Branch anytime you utilize Military Leave. Tech Pay does not require these forms if you are utilizing annual leave, compensatory time off, or time off award when performing military duty. Contact Technician Pay Branch if you have any questions regarding these requirements.

To buy back your military leave, HR needs the Member 4 copy of your DD 214 (it must show service was under honorable conditions or you cannot buy the time back and OPM will not process the retirement without it).

\*\*\* **Due to COVID this process is taking longer** - It is taking up to 6 months to process the military buy back. If you are planning on retiring and have not bought your time back, please contact the benefits section at 8189 or 8173.

If you are planning on retiring within the next 5 years, please contact ABC-C through the GRB Platform to request a retirement estimate. This can be done once a year, as soon as you are within 5 years of retirement. HR is still able to run an estimate, however with the consistently change guidelines from ABC-C and OPM on required documents it is best to ask ABC-C to review your record and run an estimate.

**SUPERVISOR EMAIL DISTRIBUTION LIST TEST**

A Technician Supervisor and Title 5 Supervisor email distribution list test will be conducted via email on Wednesday, 4 August 2021.

Please make a calendar reminder to check to see if you received an email as a member of the distribution list. If you do not receive the email, inform Glenn Fortmayer, [glenn.a.fortmayer.civ@mail.mil](mailto:glenn.a.fortmayer.civ@mail.mil) to be added.

## PERFORMANCE APPRAISAL APPLICATION (PAA) DATES FOR FY22

Plan-Established (NLT 30 April 2020) with a start date of 1 April 2021  
Progress Review (between 1 October and 30 October 2021)  
Appraisal End date 31 March 2022  
Appraisal Completion NLT 30 April 2022  
Performance Award submission NLT 19 May 2022  
Awards Board 16 Jun 2022

Appraisals ending on 31 March 2022 or those that are near, at, or past six months for probation appraisals, need to have progress reviews completed by 31 October 2021. Please make multiple calendar reminders for your respective appraisals to ensure this deadline is met.

Contact Mr. Glenn Fortmayer 402-309-7934 or Mr. Steve Oppliger 402-309-8185 if you have any questions regarding your technician performance plans and appraisals.

## APPRAISAL INFORMATION

A performance plan must be created and approved within **30 days of appointment to a position or RTD from military status** (if no plan exists for the employee) and within **30 days of the end of a previous rating period** (Not after a previous appraisal was completed). All INDEF appraisals end 31 MAR of the appraisal year (contact HR if an INDEF starts within 90 days of 31 MAR end date to discuss plan dates). TEMP TECHS that do not convert to INDEF or permanent employee status and do not require a performance plan. The required progress review for a performance plan must be approved NLT 90 days prior to appraisal end date and by current supervisor, plan for the 180 day mark.

Performance plan slides and guidance for supervisors are located in the <https://gko.portal.ng.mil/states/NE/Directorates/J1/Pages/default.aspx> (PAA-Performance Appraisal Application Tab) or (Tech & Title 5 Travel & Training Tab) in the Technician and Title 5 Supervisor Training Folder\12 Performance Management.

If you are unable to open the above link – please inform Glenn Fortmayer, [glenn.a.fortmayer.civ@mail.mil](mailto:glenn.a.fortmayer.civ@mail.mil).

## INVISIBLE EMPLOYEES WHEN CREATING NEW PERFORMANCE PLANS

This is a reminder that employees are usually invisible to the supervisor when creating a performance plan for a new employee or an employee that has been transferred to a supervisor and the employee did not have a plan already created. The employee will become visible on the supervisors PAA list in MYBIZ after the supervisor selects the “GO” button to the right of “DoD Performance Management Appraisal Program located on far right of screen.

The screenshot shows the MyPerformance web application interface. At the top, there is a navigation bar with the MyPerformance logo and user options like MyBiz+, Help, and Logout. Below the navigation bar, there is a main header area with the text "Rating Official/Higher Level Reviewer" and "MyPerformance Main Page". A warning message is displayed: "Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution." Below the warning, there is a section titled "Plans/Appraisals in Progress" with a table of data. The table has columns for Employee Name, Current Owner, Rating Official Name, Appraisal Year, Appraisal ID, Plan Approval Date, Type, Plan Status, Current Status, and Action. The table contains four rows of data for employees: Pan, Jessica K.; UNGER, JOSIAH D.; Dooker, Desirae T.; and Anderson, Denise L. Each row has a "View" link and a "Go" button. At the bottom of the table, there is a link to search for completed plans.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Pan, Jessica K.	Pan, Jessica K.	Oppliger, II, Stephen P.	2020	89847	20-May-2019	DoD	Approved	Progress Review Completed	View Go
UNGER, JOSIAH D.	UNGER, JOSIAH D.	Oppliger, II, Stephen P.	2020	88274	20-May-2019	DoD	Approved	Plan Approved	View Go
Dooker, Desirae T.	Dooker, Desirae T.	Oppliger, II, Stephen P.	2020	89827	10-May-2019	DoD	Approved	Progress Review Completed	View Go
Anderson, Denise L.	Anderson, Denise L.	Oppliger, II, Stephen P.	2020	85207	10-May-2019	DoD	Approved	Progress Review Completed	View Go

## **IDP INFORMATION**

All new employees hired with a grade progression range (i.e. WG-5 to WG-8 or GS-7 to GS-9) must have an “Initial” IDP created (Box 4 on TAG 0650), approved, and CAC signed by the supervisors and the employee within 30 days of the employees start date.

Please ensure you use the TAG Form 0650 issued OCT 2019 <https://gko.portal.ng.mil/states/NE/Pages/Home.aspx> under the HRO Directorate\TECH & Title 5 Travel and Training tab in the Individual Development Plan Folder- “IDP Template new.” The file is also located on the public web site at <https://ne.ng.mil/Resource/Pages/Technician-Title-5-Branch.aspx> in the Training tab.

A new form needs to be created, and signed by the supervisor and employee with “Progress Review” in Box 4 on the TAG Form 0650 quarterly. Another form needs to be created, and signed by the supervisor and employee with “Final” in box four on the TAG Form 0650 when all training has been completed. The final copy is submitted with a SF-52 requesting a desk audit for promotion review if the supervisor deems the promotion is appropriate. Completion of an IDP signifies the employee is eligible for promotion but it does not guarantee promotion or establish a promotion deadline. Supervisors not forwarding a request for a desk audit at completion of training due to concerns, must contact Mr. Steve Oppliger, Mr. Glenn Fortmayer or Ms. Deb Burling immediately upon the employee’s completion of training.

Note: The signature block for training officer needs to be left blank for the HRD Specialist in HR.

## **HR TRAINING CALENDAR ITEMS**

<b>TITLE</b>	<b>DATE\TIME</b>	<b>LOCATION</b>	<b>NOTE</b>
Soft Skills for Leaders	28 July-0900-1200	GIRC	
Technician Supervisor Refresher Training	28 September 2021 from 0800-1600	JFHQ 3 <sup>rd</sup> Floor	<b>Required for Supervisors that have not been trained since 1 SEP 18</b>
New Technician and Title 5 Supervisor Training	19-21 OCT 21), 0730-1600	JFHQ 3 <sup>rd</sup> Floor	<b>(Required for Supervisors that have not been trained)</b>

**FY22 Topics coming and available for departmental/group training sessions:**

**(S) = Supervisor Class (A) = All Employee Class**

Energy Leadership- Decision/ Change Implementation (S)  
Success Based Improvement Process (S)  
Using Outlook Levels 1-3 (A)  
Using PowerPoint Levels 1-3 (A)  
Using Word Levels 1-3 (A)  
Soft Skills for Leaders (S)  
Soft Skills for All Employees (A)  
Conducting Hard Conversations (S) (A)  
Leading Multi-Generational Employees (S)  
Team Building and Effective Team Leadership (S)  
Effective Delegation (S)  
Time Management and Work Capacity (A)  
Workplace Trust for Success (S) (A)  
Coaching, Mentoring, and Reverse Mentoring (S)  
Working with Workstyles (S) (A)  
Creating a Positive Work Climate (S) (A)  
How to Successfully Interview (with mocks) (A) (S- How to Conduct)  
Individual and Team Communications (S) (A)

Contact Glenn Fortmayer to register at [glenn.a.fortmayer.civ@mail.mil](mailto:glenn.a.fortmayer.civ@mail.mil)

*STATE PERSONNEL BRANCH*

HR Manager	Ms. Polly Putney	402.309.8172
HR Assistant / Benefits	Mr. Tim Diedrichsen	402.309.8180
HR Assistant / Payroll	Ms. Sue Spence	402.309.8178

Website: <https://go.usa.gov/xvVVa>

**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 associated with their direct deposit, they need to go into the Employee Work Center (EWC) and update their information as soon as possible. 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 in the Home and Work sections.

To change bank account information, 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 Resources tab at the top of the [www.link.nebraska.gov](http://www.link.nebraska.gov) website and then click on LINK User Guides. Scroll down to the Workday (Employee Work Center) section and then scroll down to ‘Direct Deposit: Add, Edit, or Delete – Employees’

**STATUS CHANGES**

Teammates who have qualified status changes, other than dependents turning 26, must initiate a benefit change event in the Employee Work Center (EWC) within 30 days. Documentation regarding the change must be submitted (or you must be working on attaining it) so it can be attached electronically to the benefit event process. Do not wait until the last few days to start, since you only have 30 days to complete the process/change. (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 days). If you do not have the required documentation, always ensure that you start the benefits change event in EWC within 30 days.

For qualified status changes where teammates wish 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 Office (402-309-8180) as soon as possible so there is plenty of time to research the question or issues.

**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 Supervisor’s 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 the Witness form.

All forms should be completed and sent to the Human Resources Office within 24 hours of the accident. Contact Human Resources (402-309-8180) if copies of forms are needed. There may be other forms for the teammate to complete depending on the circumstances.

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 current and future doctor/provider appointments. Teammates should bring potential hazards to the attention of their supervisors to avoid accidents that may occur.

**MILITARY DUTY/ORDERS**

All State teammates who take paid leave (military leave, vacation, compensatory) or unpaid leave due to military orders or other military duty, need to submit copies of their military orders or other available documentation 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 Pay code 525 is an unpaid pay status

**RETIREMENT NEWSLETTER**

A new edition of "Retirement News" for State and County plan members is now available on the NPERS website. You may access the .pdf version via this link:

<https://npers.ne.gov/SelfService/public/newsletter/newsletterDC2021July.pdf>

In this edition: State & County Cash Balance Dividend • Lower Fees • Risk-y Business • 2021 Legislative News • Another Great Open Enrollment • Exploring a New Electronic Frontier

**BENEFIT RATES**

Reminder – New Benefit Deductions start with the payroll period ended July 4, 2021 that is paid on July 14, 2021 (B-14).The B-14 payroll check pays for the first half of insurance premiums for July and the B-15 payroll check (period ended July 18, 2021), with a July 28th paycheck, pays for the second half of July insurance premiums. New pay rates, for eligible teammates, begin with any hours occurring on July 1, 2021 and after. The paycheck that pays on July 14th will have some hours paid at an old rate and some hours paid at a new rate.

<b><i>AGR PERSONNEL BRANCH</i></b>			
<b>POSITION TITLE</b>	<b>NAME</b>	<b>TELEPHONE</b>	<b>E-MAIL</b>
AGR Branch Manager	MAJ Cory Huskey	402.309.8171	<a href="mailto:cory.n.huskey.mil@mail.mil">cory.n.huskey.mil@mail.mil</a>
AGR Branch SGM	SGM William Cary	402.309.8175	<a href="mailto:william.c.cary.mil@mail.mil">william.c.cary.mil@mail.mil</a>
ANG & ARNG Announcements, Accessions, Retirements	SFC Eric Martin	402.309.8183	<a href="mailto:eric.j.martin28.mil@mail.mil">eric.j.martin28.mil@mail.mil</a>
ANG & ARNG Personnel Support, Finance, Actions, Orders	SSG Audrey Novotny	402.309.8181	<a href="mailto:audrey.a.novotny.mil@mail.mil">audrey.a.novotny.mil@mail.mil</a>
ANG & ARNG Personnel Support and Tricare	SGT Bryan Kummer	402.309.8199	<a href="mailto:bryan.j.kummer2.mil@mail.mil">bryan.j.kummer2.mil@mail.mil</a>
ANG Personnel Support, Orders	MSgt Christina Krueger	402.309.8167	<a href="mailto:christina.krueger@us.af.mil">christina.krueger@us.af.mil</a>

Website: <https://go.usa.gov/xvspP>

**ALARACT 037/2021 BAH PROGRAM GUIDANCE**

ARNG Commanders must ensure annual reviews of Soldiers' DA Form 5960 to address changes and provide necessary updates according to regulatory guidance. Failure to address changes in dependent circumstances can result in significant debt owed by the Soldier. Recent audits, resulting in the establishment of Soldier debt, could have been avoided had personnel offices accurately addressed Soldier situations requiring additional documentation. The following categories represent some of the commonalities of the audit with the supporting documentation listed.

Required Dependent Documents for the With-Dependent Rate (Including BAH-DIFF): Marriage License, Birth Certificates, Court-Ordered Child Support Agreements, Divorce Decrees, Certified Court Adoption Order or Decree, Secondary Dependency Approval, Court Approved Parenting Plan Agreements, Proof of Financial Support to Adult Dependents (For example: college-age children).

Soldiers Married to Another Service Member: Spouse's last Leave and Earnings Statement; Advise Soldier that BAH and/or OHA of married service members with dependents may be limited accordingly with regard to the members collocated at the same duty station as well as guidance IAW DOD 7000.14-R.11

Proof of Support is Required Under the Following Conditions:

- Addresses in Blocks 5 and 10 on the DA Form 5960 do not match - Soldier must provide proof of support for the months the child did not live with the Soldier
  - Joint Bank Account Statement
  - Allotment
  - Canceled Checks
  - Evidence of Wire Transfer in the Dependent's Name
  - Divorce Decree with Court-Ordered Child Support
  
- Non-Custodial Parent Soldiers Who Pay Child Support (Payments must be made monthly to the custodial parent. Soldiers are not authorized a BAH on behalf of the dependent for payments less than the BAH-DIFF)
  - Canceled Checks
  - Money Order
  - Electronic Fund Transfer
  - Voluntary or Involuntary Allotment
  - EFT by Bank Account Deduction
  - PayPal
  - Cashapp
  - Zelle
  
- Other conditions as listed in ALARACT 37/2021.

Soldiers Missing the Required Documents in iPERMS: BAH/OHA is reduced to the Without Dependent Rate, BAH-DIFF rate is reduced to BAH-PARTIAL rate, as applicable, until the missing required documents are uploaded to iPERMS.

\*\*Please refer to ALARACT 37/2021 for more specific guidance and other unique situations which require additional documentation in order to correctly implement the BAH program.

**TRICARE BENEFITS UPDATES** You can sign up for Tricare email alerts at [www.tricare.mil/subscriptions](http://www.tricare.mil/subscriptions) and receive Tricare news releases, healthy lifestyle tips and updates to benefits and pharmacy.

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

**WOMEN'S EQUALITY DAY**

"The observance recognizing Women's Equality Day was established by Joint Resolution of Congress in 1971. Women's Equality Day is observed on the 26th day of August and commemorates the 1920 passage of the 19th Amendment to the Constitution, which gave women the right to vote. The observance has grown to include focusing attention on women's continued efforts toward gaining full equality."

# THE FUTURE IS ALL OF US

EQUALITY IS A HUMAN RIGHT



AUGUST 26<sup>th</sup>  
WOMEN'S EQUALITY DAY