



All Personnel

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Equal Employment Office/Diversity

HRO LEADERSHIP

Staff		
Human Resources Officer	Lt Col Nicole Nuss	X8170
Deputy HRO	Advertised	X8144
Occupational Health Nurse	Mr. Josiah Unger	X1832

TECHNICIAN PERSONNEL

Staff		
Supv HR Spec (Classification/Staffing)	Ms. Deb Burling	X8187
Classification/Manpower	Advertised	X8186
Recruitment, Staffing & Pay	Mr. John W. Winterfeld	X8182
Classification/Staffing	SSgt Melanie Petersen	X8324
Benefits & Services	Mr. Devin Alt	X8189
	Mr. Jon Sronce	X8173
	Advertised	X8190
Supv HR Spec (Labor)	Mr. Stephen Oppliger	X8185
Information Systems	Ms. Denise Anderson	X8177
Management Analyst	Ms. Desirae Dockter	X8155
Employee Development	Ms. Jessica Pan	X8184

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

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

HR will be notifying supervisors who do not have plans in place.

THRIFT SAVINGS PLAN (TSP) CHANGES COMING SEPTEMBER 2019.

Below is a link to the TSP Fact Sheet that explains how TSP Matching and Make-up contributions work for those technician employees who return from Absent-US and are in the Blended Retirement System (BRS). The Absent-US Checklist will be revised to add a BRS remark in the TSP section. See Page 7 and 8 for additional information on proposed program changes.

TSP Fact Sheet: <https://www.tsp.gov/PDF/formspubs/tspfs08.pdf>

TELEWORK TIME CODES.

There are 3 types of Telework and if you have been approved to telework you must code your timecard accordingly.

Telework Medical – TM
Telework Situational – TS (Most common for us)
Telework Regular –TW

This is a highly visible program for the federal government, if you telework you must code your ATAAPs with the proper code. If you are changing the type of telework you are using you must complete a new DD 2946, Department of Defense Telework Agreement.

LEAVE WITHOUT PAY (LWOP) MILITARY 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.

LEAVE WITHOUT PAY (LWOP)-PERSONAL CODE KA.

This code is used only for personal reasons not for military duty and this may impact your benefits. If you are not sure what code to use, please contact the HR office at 402-309-8189/8173.

ON-BOARDING.

We will be transitioning to a new process to On Board new employees, we will provide more detailed information to hiring officials as we begin the transition. This will eventually affect all New Hires, Temporary Hires and any appointment actions (Promotions, etc.). This process will require much more responsibility from our new hires in order for us to start them.

Any questions regarding this new process may be directed to Mr. John W. Winterfeld, 402-309-8186, john.w.winterfeld.civ@mail.mil

TEMPORARY TECHNICIAN RESIGNATIONS.

Temporary Technicians that have converted to Temporary AGR with a tour end date later then their temporary technician end date will need to resign their temporary technician time. All Technicians resigning their position are required to provide HRO with an SF52 indicating Resignation.

If you have any questions please call Devin Alt at 402-309-8189 or Jon Sronce at 402-309-8173.

SUSTAINED SUPERIOR PERFORMANCE (SSP) AWARDS PAYOUT AMOUNTS.

SSP Payout percentages are based on base pay only for General Schedule (GS) employees. Locality amounts are not included in the SSP payout calculations.

If you have any questions please call Devin Alt at 402-309-8189 or Jon Sronce at 402-309-8173.

STATE PERSONNEL

STAFF		
HR Manager	Ms. Polly Putney	X8172
HR Assistant / Benefits	Mr. Tim Diedrichsen	X8180
HR Assistant / Payroll	Ms. Sue Spence	X8178

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

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 to where their pay is direct deposited, 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 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, 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.

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).

If you do not have the required documentation, **always** be sure 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 at 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 at 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 a 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 compensatory) 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.

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/newsletterDC2019July.pdf>

In this edition:

- Retirement Board News
- No Cash Balance Dividend - State & County Cash Balance Funded Status
- 2019 State & County Retirement Plan Legislation
- Required Minimum Distributions After Termination/Retirement

Previous newsletters may be found on the Publications page on the NPERS website at:

<http://npers.ne.gov/SelfService/public/howto/publications/publications.jsp#newsletters>

PAY CHANGES AND NEW BENEFIT RATES.

Reminder – Along with the 7-1-2019 pay increases, new benefit deductions will also be effective on the B-15 payroll (ended 7-7-19) that is paid on July 17, 2019.

ACTIVE GUARD RESERVE PERSONNEL

STAFF		
HRO XO	CW4 Jeffrey Thomas	X8171
AGR Branch SGM	CSM Lucas Poppe	X8175
SR HR NCO	SFC Eric Martin	X8183
HR NCO	SSG Benjamin Schall	X8181
HR SPC	SPC Richard Piper	X8199

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

ANNUAL BASIC ALLOWANCE FOR HOUSING (BAH) RECERTIFICATION.

ARNG AGR members' BAH will be annually recertified and/or at change of assignment. Their unit of assignment will update by completing a DA Form 5960. Members with changes need to submit their DA Form 5960 to SSG Benjamin Schall in the AGR Branch for processing to finance. Please ensure all supporting documents are in your IPERMS. Examples can be found here <https://go.usa.gov/xyPz>.

Point of contact is SSG Benjamin Schall at (402) 309-8181, or benjamin.j.schall.mil@mail.mil.

TRICARE.

When enrolled in Tricare Prime or Prime Remote your provider will file claims for you. Network providers will file claims for Tricare Select as well. If you receive care from a non-network provider, you may have to file your own claims. For stateside claims, submit a DD Form 2642 (<https://tricare.mil/FormsClaims/Forms>) with supporting information to your Tricare West Region Claims Department. It is import to do this as soon as possible after care, all claims must be filed within 1 year of medical services. AGRs and Long tour ADSO Soldiers will have up to 90 days from the start of their orders to enroll in Tricare.

Tricare West Region
Claims Department
P.O. Box 202112
Florence, SC 29502-2112
www.tricare-west.com

Getting Care When Traveling <https://tricare.mil/findDoctor/Traveling> and the rules depend on your plan and destination. For Prime and Prime Remote, go to an emergency room or call 911 if needed. Call your PCM or Tricare West within 24 hours. For urgent care use a Tricare authorized urgent care center without a referral. For Tricare Select visit a Tricare authorized provider. Keep a copy of all receipts and you may have to pay up front for care and file a claim for reimbursement.

MILCONNECT

<https://www.dmdc.osd.mil/milconnect/>

MilConnect gives beneficiaries 24/7 access to personnel information, the ability to update information related to health, education and other benefits and email notifications about changes in benefits.

Use milConnect to validate your Defense Enrollment Eligibility System (DEERS) eligibility. Members who have been dropped from DEERS will issues with Tricare appointments and claims.

You may contact your local DEERS operators for assistance with correcting you DEERS enrollment and eligibility. Options include ANG at 402-309-1452 or ARNG at 402-309-8154.

AGR BRANCH PERSONNEL.

To better assist you with your specific AGR topic, please contact the following individual(s):

CW4 Jeff Thomas – AGR Branch Manager, 402 309-8171, jeffrey.r.thomas20.mil@mail.mil

CSM Lucas Poppe – AGR Branch SGM, 402 309-8175, lucas.l.poppe.mil@mail.mil

SFC Eric Martin – ANG and ARNG Announcements, Accessions, Retirements, and ITCB, 402 309-8183, eric.j.martin28.mil@mail.mil

SSG Benjamin Schall – ANG and ARNG Personnel, Finance Actions, Orders, and ACB, 402 309-8181, benjamin.j.schall.mil@mail.mil

SPC Richard Piper – ANG and ARNG Support and Tricare, 402 309-8199, richard.n.piper.mil@mail.mil

EQUAL EMPLOYMENT OFFICE/DIVERSITY

STAFF		
EEO	Mr. Kevin Rose	X8111

Thrift Savings Plan (TSP): Proposed Program Changes

The Federal Retirement Thrift Investment Board (FRTIB), administrator of the TSP program, has proposed to amend program regulations to provide participants with additional withdrawal options and flexibility, *effective* September 15, 2019.

Post-Separation Withdrawals

<p><i>Unlimited Partial Post-Separation Withdrawals</i></p>	<p>Separated participants will be allowed to take as many partial post-separation withdrawals as desired. Withdrawal may be a single sum, installments, a life annuity, or any combination of these options. The restrictions: 1) one post separation withdrawal during any 30-calendar-day period and 2) one installment payment series in place per account. A participant with more than one account must make post-separation withdrawal requests for each account and the 30-calendar-day period will apply separately to each account.</p>
<p><i>Additional Installment Payment Options</i></p>	<p>TSP participants will be permitted to: 1) elect payments on an annual, quarterly basis, or monthly basis; 2) change the amount and frequency of payments any time throughout the year; 3) stop payments any time without receiving the remainder of the account in a final withdrawal; and 4) elect to receive some or all of the remaining account as a single sum payment, an annuity, or a combination of these options.</p>
<p><i>Traditional, Roth, or Pro Rata</i></p>	<p>Participants will be permitted to use the Pro Rata method or elect to take a withdrawal from only the Roth or traditional balance. If a participant elects to receive payments from either Roth only or traditional only, payments will automatically continue from the nonelected balance once the elected balance has been depleted unless the participant elects to stop or change installment payments.</p>



Questions?

Contact: dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil

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In-Service Withdrawals

<i>Age-Based, In-Service Withdrawals</i>	Eligible participants (59 ^{1/2} year or older) may take up to four age-based, in-service withdrawals per calendar year. The 30-calendar-day processing period applicable to partial post-separation withdrawals will also apply. For participants with more than one TSP account, these limits apply separately to each account.
<i>Hardship Withdrawals</i>	A participant who takes a hardship withdrawal on or after September 15, 2019 will not have his or her TSP contributions suspended. Any six month suspension period in effect will automatically expire on September 15, 2019 and affected participants may restart contributions by submitting a new TSP contribution election.
<i>Traditional, Roth, or Pro Rata</i>	A participant would still be permitted to use the Pro Rata method, but would also have the option to take a withdrawal only from the Roth balance or only from the traditional balance.

Elimination of Full Withdrawal Election Requirement

Effective January 1, 2019, the TSP eliminated the abandonment of accounts for participants who have reached age 70^{1/2} and separated from federal service but have not made Full Withdrawal Elections by the Full Withdrawal Deadline. As a result of the elimination, the FRTIB will automatically distribute IRS Required Minimum Distributions each year to all affected participants, regardless of whether they have made Full Withdrawal Elections.

Comments on the proposed TSP program changes must be received by the Federal Register on or before August 9, 2019. Identify comments by Docket ID number FRTIB– 2019–0003.

Submit comments by any of the following methods: *Federal eRulemaking Portal*:

<http://www.regulations.gov>. Follow the instructions for submitting comments.

Or by Fax: (202) 942–1676.



Questions?

Contact: dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil