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HRO Leadership

Human Resources Officer	COL Georgia Kroese	x8170
Deputy HRO	Lt Col Nicole Nuss	x8144
EEO	Vacant (POC Lt Col Nuss)	x8144

Technician Personnel

Staff		
Supv Human Resource Spec	Mrs. Deb Burling	X8187
Classification/Manpower	SGT John Winterfeld	X8186
Recruitment, Staffing & Pay	1LT Jessica Pan	X8182
Benefits & Services	SMSgt Jody Kouma	X8190
	SSgt Devin Alt	X8189
	Vacant	X8173
Management Analyst	SFC Desirae Dockter	X8155
Labor Relations	Vacant (POC Lt Col Nuss X8144)	X8185
Technician Training /Travel	Mrs. Diane Voichoski	X8184
Information Systems	Mrs. Denise Anderson	X8177

Website: <http://ne.ng.mil/Resource/Pages/Technician-Branch.aspx>

1. LABOR RELATIONS

If you are changing personnel policies, practices, or the working conditions of a Technician, please call Lt Col Nicole Nuss at 402-309-8144 to discuss prior to implementing the change as the Association of Civilian Technicians (ACT), our Union, may need to be provided notice and given the opportunity to discuss impacts and implementation. Changes include but are not limited to physical office changes, parking changes, implementing or revising policies, changes to forms, etc. Even if these changes are directed at a higher level (i.e. regulatory guidance), they still may need to be staffed with ACT.

For a copy of the current Collective Bargaining Agreement, click on the following link:
<http://ne.ng.mil/Resource/Documents/2015%20CBA%20final%20Copy%2020150903.pdf>

2. MILITARY LEAVE WITHOUT PAY

In 2010, Office of Personnel Management revised the Guide to Processing Personnel Actions requiring agencies to document all periods of military absence, regardless of the number of days the federal employee is performing military duty. In accordance with the OPM's change, HR memo published the Ordered to Active Duty-Absence Uniformed Services (AUS) policy dated 1 March 2011. Federal employees who will be absent and ordered to military duty for 1 day or more must submit a SF-52 with military orders to HR. If the military order is over 30 days, the employee must also include the election of benefits document <http://ne.ng.mil/Resource/Documents/Election-Doc.pdf>. Submission of the military leave without pay documents should be timely, including the employee's signature on the SF-52 along with the supervisor's.

It is imperative employees, supervisors, and directorates ensure the required documents for leave without pay for military duty is completed and submitted to HR as it affects the technician budget, employee benefits and entitlements, and retirement eligibility.

3. LIFE EVENTS

Have you experienced a birth of a child, marriage, or divorce within the last year or so? If so, did you notify HR or change benefits such as health insurance, dental, vision, and life insurance? Did you designate the former spouse on any beneficiary documents? Have you moved? Did you update your address in MyPay by clicking on correspondence address? This is the address Thrift Savings Plan sends your annual statements and if you request the re-set of your username and password. If any of these events happened and you need to add or drop a dependent or fill out new beneficiary forms, contact Tech Benefits Branch ASAP.

4. USAGE OF MILITARY LEAVE FOR AGR AND ADOS PERSONNEL

On 23 December 2016, the 2017 National Defense Authorization Act (NDAA), was signed by the President. In the 2017 NDAA, Section 513 prohibits the usage of military leave by certain technicians. A federal technician who is a member of a reserve component and is ordered to full-time National Guard duty for a period of 180 consecutive days or more (including ADOS) for the purpose of organizing, administering, recruiting, instructing, or training the reserve component are not authorized to use the 120 hours of military leave. Should a federal technician return to technician status, military leave may be restored but not to exceed a total of 240 hours in accordance with applicable laws and regulation. The only exception are federal technicians who perform ADOS with the Counterdrug program.

5. ELECTRONIC OFFICIAL PERSONNEL FILE SYSTEM (eOPF)

As a federal employee, you have an Official Personnel File (OPF) containing records throughout your entire federal career. Prior to July of 2015, the OPF file was located locally as a hard copy file. In January 2016, the National Guard transitioned all federal records to the electronic Official Personnel Folder (eOPF) system. It is similar to iPERMS for Army and PRDA for Air Force. You may access documents such as SF 50's, health insurance election form, resume, beneficiary forms and military leave without pay periods. There are three things federal technicians will need to accomplish to access the eOPF system:

1. Verify a valid enterprise email address is entered in MyBiz+ DCPDS account.
 2. Go to the eOPF website to request eOPF ID at <https://eopf1.nbc.gov/nationalguard/>
- *Note: The eOPF ID is system generated and sent via email to the technician.

3. Go back to the website and click on "Request a New Password" link. An email is sent with a password reset link, a reset token and instructions to the email address of record. The token is valid for 15 minutes. Must click on the link in the email and will be prompted to enter eOPF ID and token. Once submitted, you will be prompted to create a new password.

eOPF is your Official Personnel Folder and if you believe documents are missing, please contact the Technician Benefits section at X8189 or X8190.

6. THRIFT SAVINGS PLAN AND CATCH-UP

The elective deferral limit for calendar year 2017 is \$18,000. This limit applies to the traditional (tax-deferred) and Roth contributions made by an employee during the calendar year. The combined total of traditional and Roth contributions made during the year cannot exceed the elective deferral limit.

Additionally, employees who will be age 50 or older by the end of 2017, may also make a catch-up contribution election to contribute additional pay to their TSP account. Employee(s) must make contributions to their TSP account up to the elective deferral limit, \$18,000 to participate in the catch-up feature as well. The maximum amount of catch-up contribution for 2017 is \$6,000. Information regarding TSP account may be found at www.tsp.gov or may be directed to X8190.

7. NEW PAA SYSTEM APRIL 2017 (NEW BEGINNINGS)

DoD has directed a fair, credible, and transparent performance appraisal program for linking bonuses and other performance-based actions to employee performance in accordance with Section 9902 of Title 5, U.S.C. Each agency will develop and maintain a results-oriented performance culture that links individual performance to organizational goals. The appraisal cycle for employees covered by the DoD Performance Management and Appraisal Program is April 1 through March 31 of each calendar year. More information will be provided when the new CNGBM 1404.31 National Guard Technician Performance Appraisal Program Process and Procedures is published. For questions on PAA contact SMSgt Kouma X8190 or Deb Burling X8187.

8. VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET)

VMET is helpful for writing resumes. It takes a military member's duties for a particular MOS or AFSC and puts them into a detailed narrative format. Soldiers and Airmen applying for technician jobs are encouraged to use the VMET to help write their resume. Supervisors who plan to bring on a temporary technician can recommend the member view their VMET and use it to write their resume.

VMET is available at: <https://pki.dmdc.osd.mil/tgps/pages/home.xhtml>

9. USA STAFFING UPGRADE COMING IN MAY 2017

The system used for creating technician vacancy announcements is rolling out a new version in May 2017. HRO personnel will be attending training courses the first week in May. After training is complete all new vacancy announcements will need to be completed in the new system. Notifications will be forthcoming to Directors/ Supervisors to send all outstanding vacancy announcements to the HRO, ATTN: Staffing, to help ease the transition to the new system. We anticipate a learning curve in the new system and want to fill your vacancies as soon as possible.

[Technician Travel & Training](#)

10. TECHNICIAN PERSONNEL MANAGEMENT COURSE COMING IN APRIL 2017

The next Technician Personnel Management Course is scheduled for 25-27 April 2017 at AASF #1.

Email invitations will be out soon. POC is Diane Voichoski X8184.

[Information Systems](#)

11. DCPDS AND MYBIZ/MYWORKPLACE.

Did you know you could print your own copy of your SF50, Notification for Personnel Action?

You can go to the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/> and get a copy by clicking on "SF50 Personnel Actions".

While in the system, you also have the ability to look at your leave, pay, insurance, position, performance information, and update your supervisor information, if necessary.

To receive notification from DCPDS please make sure your work e-mail address is correct in the system. Log into the DCPDS Portal (link above) and look for the "Update Contact Information" link.

If you are unable to get into DCPDS because you are getting an error. POC is Denise Anderson X8177.

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[State Personnel](#)

Staff		
HR Manager	Ms. Polly Putney	X8172
HR Assistant / Benefits	Mr. Tim Diedrichsen	X8180
HR Assistant / Payroll	Ms. Bonnie Shipley	X8178

1. State of Nebraska Workers' Compensation

Our employees' health and safety is a priority of the Nebraska Military Department. It is important that all employees follow safety procedures and bring potential hazards to your supervisor's attention to avoid employee accidents and injuries. In spite of this, accidents may still occur. When an injury occurs, it must be reported **IMMEDIATELY** to your supervisor/manager and Human Resources.

**** The supervisor/manager is responsible for completing the First Report of Alleged Occupational Injury or Illness form and submitting it to the State Human Resources (HR) Office.**

**** The employee must fill out a Choice or Change of Doctor form even if the employee does need to be seen by a physician. The form should also be submitted to the State (HR) Office.**

**** Any witnesses who saw the incident, should complete and return the Witness Form to the State HR Office.**

If the supervisor/manager does not have these forms available, please contact the State HR Office and the forms will be sent to the employee and supervisor/manager.

Occasionally, the employee may need to seek outside medical attention or miss work. If the employee does not have a regular physician or their regular physician will not take Workers' Compensation cases, and he/she needs to seek medical attention due to a work-related injury, the Human Resources Office will assist the employee by suggesting medical providers. The employee must take a **Return to Work form (RTW)** to the physician and return it to the State HR Office no later than 24 hours after the appointment.

Gallagher Bassett is the State's Workers' Compensation Administrator. Employees should inform the doctors and providers that an injury may be related to a workers' compensation injury.

Doctors and providers can send medical bills AND accompanying medical reports to:

Gallagher Bassett Services, Inc.
P.O. Box 23812
Tucson, AZ 85734
Phone: 800-370-0594

All other correspondence, anything without an accompanying medical bill (such as medical reports), can also be sent directly to the Gallagher Bassett Claims Handling Office at:

Gallagher Bassett Services
10050 Regency Circle, Ste 300
Omaha, NE 68114
Phone: 402-763-1485

The Human Resources Office will need copies of notes from any doctors or providers regarding appointments and also when surgeries or procedures are scheduled/performed.

All paperwork, such as the First Report, Doctor Choice Form, Authorization for Release of Information and any witness forms, must be returned to the State HR Office as soon as possible after the injury (within 24 to 36 hours).

Please contact Tim Diedrichsen at X8180, if you have additional questions.

2. Open Enrollment

This year's Open Enrollment will once again occur in mid-May. Detailed dates and information will be emailed within the next month. All coverage choices will take effect on July 1, 2017.

Everyone must complete the on-line Open Enrollment process. Even if employees want their coverage to stay the same they will need to review their insurance coverages and complete the open enrollment process because some coverages may require re-enrollment for the coverage to continue into the new plan year.

HR is planning another Open Enrollment/Wellness presentation prior to the beginning of Open Enrollment. Watch for further information on the date and time.

3. Employee and Supervisor/Manager of the Year Nominations

Information regarding the nominations for the Supervisor and Manager of the Year Awards should be released in early May. Please start considering who you would like to nominate and recognize for these special awards within your section and/or Agency.

4. Military Orders – Copies to HR

Any employee who takes leave from work due to military orders, regular scheduled drill (RSD), unit training assembly (UTA), battle assembly (BA) annual training plan (ATP) training, or any other military duty must provide copies of orders or other documents that state the dates of service to State Human Resources **prior to the departure date**. If military orders are amended, please provide the final copy of orders to the State Human Resources Office.

5. Wellness Health Plan Deadlines

IMPORTANT Wellness Health Plan Deadlines - July 1, 2017 Qualification Criteria

1. For employees, and spouses if applicable, who enrolled in any State health insurance plan and their coverage became effective **PRIOR to 4/1/2016**, the following requirements must have been met to qualify for Wellness Program beginning July 1, 2017:
 - Completed Biometric Screening between 4/1/2016 through 5/31/2016
 - Completed Health Screening Assessment between 4/1/2016 through 5/31/2016
 - Enrolled and Completed Wellness Program - enrolled by 11/30/2016 and completed by 3/31/2017
2. For employees, and spouses if applicable, who enrolled in any State health insurance plan and their coverage became effective 4/1/2016 through 11/1/2016 the following requirements must have been met to qualify for Wellness Program beginning July 1, 2017:
 - Completed Health Assessment by 11/30/2016
 - Enrolled and Completed Wellness Program - enrolled by 11/30/2016 and completed by 3/31/2017

3. For employees, and spouses if applicable, who enrolled in any State health insurance plan and their coverage become effective 12/1/2016 through 3/1/2017:
- **NO** requirements for the Wellness Health Plan beginning July 2017

Employees, and spouses if applicable, enrolled in any of the State's health insurance plans are eligible to participate in or complete a biometric screening, health assessment and program. The new Wellness Health Plan year begins on April 1, 2017.

****A new deadline will go into effect to qualify to sign up for the 2018 Wellness Health Plan (effective July 2018). ** You must enroll by 5/31/2017 for your Wellness Program.**

Wellness Health Plan Deadlines - July 1, 2018 Qualification Criteria

For employees, and spouses if applicable, who enrolled in any State health insurance plan and their coverage was effective PRIOR to 4/1/2017:

- Complete Biometric Screening between 4/1/2017 through **5/31/2017**
- Complete Health Screening Assessment between 4/1/2017 through **5/31/2017**
- Enroll and Complete Wellness program - **Enroll by 5/31/2017** and complete by 3/31/2018

6. Biometric Screening – Onsite Event

The Military Department's onsite biometric screening event is scheduled for the morning of May 5, 2017. It will be in the 3rd floor conference room in the Joint Forces Headquarters (JFHQ) building. Please sign up using the online scheduler --

1. Log in to your wellNEssoptions account at:
2. www.wellnessoptions.nebraska.gov
3. Click on 'My Health' and then click 'Screenings'
4. Click the red 'Schedule Screening' button and select your location and time
5. Confirm your appointment

For questions or log-in support, call 866-956-4285 option 1, M-F, 7:00am - 7:00pm CST.

7. Dependent Status Change – Terminating Coverage

Employees must notify the State Human Resources Office (State HRO, 2433 NW 24th Street, 2nd Floor) as soon as they know of a qualifying status change event for a dependent which may require the dependent to be added or dropped from one or more of their State insurance plans. Employees will need to initiate changes in the Employee Work Center (EWC), except when the dependent is turning 26. The process to drop or add a dependent must be completed **within 30 days** after the status change event. The date of the status change event is the date when a dependent loses insurance coverage (last day of coverage) or gains insurance coverage because they are newly eligible for insurance elsewhere (first day of coverage).

If a dependent is no longer eligible (for example, dependent turns age 26), coverage officially terminates at the end of the month in which the status change event occurs. This event is coordinated through the Benefits Office. Employees should receive an email from the Benefits Office (usually forwarded by the Human Resources office) that lets you know that a dependent is nearing age 26. There are continuation options available. ASI COBRA, a company that works with the State, sends a packet with additional information regarding COBRA or the LB551 option. If you have questions on the LB 551 option you can call Tim Diedrichsen in the State HR Office at 402-309-8180 or the Benefits Office at 402-471-4443.

8. Nearing Retirement Age? – Medicare Packet Available

If you are nearing retirement and have questions about signing up for Medicare, the State Human Resources Office can obtain a packet for you that will help you understand your Medicare options. It is helpful if you contact the State HR Office 4 to 6 months ahead of your eligibility for Medicare.

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Active Guard Reserve Personnel

STAFF		
HRO XO	CW3 Jeffrey Thomas	x8171
AGR Branch SGM	SGM Daniel Mitchell	x8175
SR HR NCO	SFC Eric Martin	x8183
HR NCO	SSG Rosalba Amezcua	x8181
HR NCO	SSG Sara Bowie	x8167

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

1. BLENDED RETIREMENT SYSTEM (BRS)

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

Options for Retirement:

- Entered service before January 1, 2006 or earned 4,320 retirement or more points will stay in current retirement system.
- Entered service between 2006 and 2017 or earned less than 4,320 points have the choice in BRS or current retirement system. (*You have to elect to opt in or will remain in the current system)
- Enter service 2018 or later you will be in the BRS.

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

2. TRICARE

Tricare is the DoD's purchased health care program. It serves eligible active duty service members, Guard/Reserve members, retirees, family members, survivors, certain former spouses, and others determined by DoD to be entitled to TRICARE benefits. TRICARE sets up networks of civilian health care providers, pharmacies, and suppliers. For help determining eligibility, available plans, questions on enrollment or purchase plans, or questions on coverage please contact one of the representatives listed below.

SSG Sara Bowie – 402-309-8167
SSG Rosalba Amezcua – 402-309-8181
Tricare West – 1-877-988-9378
www.tricare.mil
www.uhcmilitarywest.com

3. CHILD CARE AWARE OF AMERICA

Child Care Fee Assistance was created to provide authorized Reserve and Active Duty personnel assistance in locating, selecting, and offsetting the cost of civilian child care when on-base child care is not available. Child Care Aware® of America authorizes subsidy amounts based on Total Family Income (TFI) for those eligible Army and Air Force families, and supplies monthly payments directly to the prospective child care provider.

Follow the link below to determine your eligibility and start your application:

<http://usa.childcareaware.org/fee-assistancerespite/military-families/army/>
<http://usa.childcareaware.org/fee-assistancerespite/military-families/air-force/>

4. ANNUAL RECERTIFICATION OF BASIC ALLOWANCE FOR HOUSING (BAH)

Each ARNG Soldier will annually recertify their entitlement to BAH by completing a new DA Form 5960. Unit personnel will verify all information and ensure all supporting documents have been uploaded into iPERMS prior to having an officer sign off on the DA5960. Reassignment or transfer to a new or same duty location requires a new DA 5960. When a transfer or reassignment is within commuting distance, members may request a waiver when BAH decreases. Submit waivers to the AGR Branch. For further guidance see ALARACT 014/2015 or contact SSG Rosalba Amezcua at 402-309-8181 or by email at rosalba.amezcua.mil@mail.mil

5, PROFESSIONALIZATION OF ONLINE CONDUCT ALARACT 014-2017

As members of the National Guard team, individuals' interactions online reflect on our values. The Army values apply to all aspects of our life, including online conduct. Harassment, bullying, hazing, stalking, discrimination, retaliation, and any other type of misconduct that undermines dignity and respect are not consistent with our values and negatively impact command climate and readiness. Soldiers or civilian employees who participate in or condone misconduct, whether online or through personal interaction, may be subject to criminal, disciplinary, and/or administrative action.

When using electronic communication devices, members should apply "think, type, post": "think" about the message being communicated and who could potentially view it; "type" a communication that is consistent with Army values; and "post" only those messages that demonstrate dignity and respect for self and others. ALARACT 014/2017 is available on the AGR Branch Portal page under the Regulations Tab.

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

6. Air Force use of Social Media AFI1-1, 7 August 2012

Airmen interact with individuals through many forms of communication, including face-to-face, telephone, letter, e-mail, text messages, social networking services, and social media. Social networking services include weblogs, message boards, video sharing, and social networking sites, (e.g., YouTube, Facebook, Myspace, Twitter, and Google Apps) which are web-based services that allow individuals and communities of people to stay in touch. Compliance with the standards discussed in this instruction does not vary, and is not otherwise dependent on the method of communication used. You are personally responsible for what you say and post on social networking services and any other medium. Regardless of the method of communication used, Air Force standards must be observed at all times, both on and off-duty.

www.defense.gov/socialmedia/education-and-training.aspx

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