

All Personnel

COVID-19 HR Information
Employee Assistance Programs

Technician Personnel

Old-Age, Survivor, and Disability Insurance (OASDI) Deferred Collection
In-lieu of Holidays for CY22
COVID-19 Leave Information
TELEWORK
Paid Parental Leave (PPL) for Federal Civilian Employees Questions and Answers
Performance Appraisal Application (PAA) Dates for FY22
Federal Civilian Supervisors
Human Resource Office (HRO) Training Calendar

State Personnel

Supervisory Training
Open Enrollment (2022)
Retirement Beneficiaries
Employee Assistance Program (EAP)

Active Guard and Reserve Personnel

TRICARE Policy Changes
Childbirth and Breastfeeding Support Demonstrator (CBSD)
TRICARE Pharmacy Changes
TRICARE Benefits Updates

Equal Employment Office/Diversity

Days of Remembrance – Holocaust Remembrance Day

HRO LEADERSHIP		
Human Resources Officer (HRO)	Col Nicole Nuss	402.309.8170
Deputy HRO	COL Eric Hunsberger	402.309.8167
Senior Enlisted Leader (SEL)	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

These past two years, 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 (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 (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 you will need the company name. 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 regarding this program please contact Mr. Devin Alt in HRO at 402-309-8189 or email at 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.

<i>TECHNICIAN PERSONNEL BRANCH</i>		
Supv HR Spec (Classification/Staffing)	Ms. Deb Burling	402.309.8187
Classification/Manpower	Mr. Larry Martin	402.309.8184
Recruitment, Staffing & Pay	<i>Advertised</i>	402.309.8186
Classification/Staffing	Mr. Rowell T Cabardo	402.309.8324
Benefits & Services	Mr. Devin Alt	402.309.8189
	Mr. Jon Sronce	402.309.8173
	SrA Camille Svoboda	402.309.8190
Supv HR Spec (Labor)	Mr. Stephen Oppliger	402.309.8185
Information Systems	Ms. Denise Anderson	402.309.8177
Management Analyst	Ms. Desirae Dockter	402.309.8155
Employee Development	Mr. Glenn Fortmayer	402.309.7934

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

IN-LIEU OF HOLIDAYS FOR CY22

<u>DAY</u>	<u>HOLIDAY</u>
January 1 Saturday	New Year's Day Observed 31 Dec 21 – in lieu of Thursday 30 Dec 21
Monday, January 17	Birthday of Martin Luther King, Jr. – in lieu holiday Tuesday 18 Jan 22
Wednesday, January 20*	Inauguration Day – Does not apply to us
Monday, February 21**	Washington's Birthday – in lieu of Friday 18 Feb 22
Monday, May 30	Memorial Day – in lieu holiday Friday 27 May 22
Sunday, Jun 19	Juneteenth Observed Monday 20 Jun – in lieu holiday Tuesday 21 Jun 22
Monday, July 4***	Independence Day – in lieu holiday Tuesday 5 Jul 22
Monday, September 5	Labor Day – in lieu holiday Friday 2 Sep 22
Monday, October 10	Columbus Day – in lieu holiday Tuesday 11 Oct 22
Friday, November 11	Veterans Day – in lieu holiday Thursday 10 Oct 22
Thursday, November 25	Thanksgiving Day
Sunday, December 25****	Christmas Day Observed 26 Dec 22 – in lieu holiday Friday 23 Dec 22

COVID-19 LEAVE INFORMATION

FAMILY FIRST CORONA VIRUS ACT (FFCRA) This leave expired 30 Dec 2020
EMERGENCY PAID LEAVE (EPL) due to COVID expired on 30 Sep 2021

If you are exposed to a COVID positive person, are experiencing symptoms of COVID, or have been confirmed positive for COVID, you must call the Nurse Case Manager for your service. NCM will determine if you are to isolate or quarantine and the duration of such period.

ANG Capt Rundell at 402-309-1006
ARNG CPT Maltezo at 402-309-1874

The appropriate Work/Leave status for your situation will be based on the determination made by the Nurse Case Manager.

TELEWORK

In order to telework you must have an approved telework plan in place. Plans are required to be reviewed every two years but it is good practice to review the plans on an annual basis. If you change supervisors your plan must be reviewed and updated. Supervisors cannot direct telework. Telework is not an employee entitlement, it is an option for agencies to use to assist in work-life balance and emergency situations (i.e. extreme weather conditions or health issues) but should only be used after careful consideration and determination that the employee can effectively perform the essential functions of their job.

Questions on telework can be address to our telework coordinator – Mrs. Deb Burling at 402-309-8187.

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

Employees 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 309-8189 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 changing guidelines from ABC-C and OPM on required documents it is best to ask ABC-C to review your record and run an estimate.

PERFORMANCE APPRAISAL APPLICATION (PAA) DATES FOR FY22

Plan-Established (NLT 30 April 2021) 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.

FEDERAL CIVILIAN SUPERVISORS

APPRAISALS: Appraisals ending on 31 MAR 22 and appraisals for probation employees hired before 1 JAN 22 will be due by **30 APR 22**. 2023 PAA plans are also due **30 APR 22**. Please make multiple calendar reminders for your respective appraisals to ensure these deadlines are met.

APPRAISAL CLOSING- NEW PROCEDURE: When circumstances will cause an employee to not to be able to have an appraisal completed, see email 4 APR 22 from Glenn Fortmayer glenn.a.fortmayer.civ@army.mil titled **HIGHLY IMPORTANT PAA INFO- Appraisal Closures for guidance on new NGB requirements.**

AWARD NOMINATIONS- Due NLT 19 MAY 22 to Mr. Devin Alt. Late submissions are not processed.

LIST SERVE: Email list serves are used to provide information, instruction, and important reminders. Check with peers or supervisor to see if you were a member of the distribution list on a recent mass email. If you do not receive the email, inform Glenn Fortmayer, glenn.a.fortmayer.civ@army.mil to be added.

SF-182s When GPC Card is needed for Fees and Tuition: When a SF-182 is requesting training that requires a tuition or fee to be paid using the HR GPC, expenditure support documentation must accompany the SF-182. Documentation includes the Government price of the training and training description from vendor. Documentation justifying the need for the training as related to the personnel attending's position and status is needed as well.

Completion of Training Documentation: After training has been completed supervisors need to ensure Section E of the SF-182 is completed and submitted to glenn.a.fortmayer.civ@army.mil and a short survey on the quality of the training is requested as well. Trainees should send a copy of certificates, transcripts, etc. that document training completion for activities that are required to gain/maintain eligibility for position.

Individual Development Plan (IDP) INFORMATION: If using a single IDP form to document training for an intermediate promotion and the full employment grade, indicate which grade each training item is preparing the employee for attainment. I.E. Installs replacement parts WG 8, Research and implement tasks from manuals WG 10. Block 4 of the form needs to have one of the following inputs: “Initial MOS/YR (Target Grade I.E. WG 10-12)” “Progress Review MOS/YR (Target Grade I.E. WG 10-12)” or “Final MOS/YR (Target Grade I.E. WG 10-12).” IDPs must have employee CAC signature to document they are aware of expectations and current status.

HUMAN RESOURCE OFFICE (HRO) TRAINING CALENDAR

HR TRAINING CALENDAR ITEMS- Contact Glenn Fortmayer to register at glenn.a.fortmayer.civ@army.mil:

<u>DATE</u>	<u>SUBJECT, TIME AND LOCATION</u>
20 APR 22	Benefits and Leave Training 0900-1100 or 1200-1400 3 rd Floor Conference Rm JFHQ
21 APR 22	Benefits and Leave Training 0800-1100 GIRC Auditorium
21 APR 22	TEAMS face to Face 0800-1100 and 1230-1530 (optional practice session) 3 rd Floor Conference Rm JFHQ
27 APR 22	TEAMS face to Face 0800-1100 and 1230-1530 (optional practice session) 3 rd Floor Conference Rm JFHQ
12 MAY 22	Coaching Mentoring and Reverse Mentoring (SUPV ONLY) 0800-1530 3 rd Floor Conference Rm JFHQ
25 MAY 22	Resume Writing & Interviewing Skills 0900-1100 or 1200-1400 3 rd Floor Conference Rm JFHQ
26 MAY 22	Working with Workstyles for Success 0800-1100 3 rd Floor Conference Rm JFHQ
26 MAY 22	Creating a Positive Work Environment 1230-1530 3 rd Floor Conference Rm JFHQ
1 JUN 22	Leave 0800-1000- 3 rd Floor Conference Rm JFHQ
9 JUN 22	Leading Multi-Generation Employees (SUPV ONLY) 0800-1100- 3 rd Floor Conference Rm JFHQ
9 JUN 22	Team Building and Effective Team Leadership (SUPV ONLY) 1230-1530- 3 rd Floor Conference Rm JFHQ
7 JUL 22	How to successfully interview (with mocks) 0800-1200- 3 rd Floor Conference Rm JFHQ

DTS Special Instruction: Requirement still in effect: The Secretary of Defense has issued a requirement that each member submitting a DTS request must input a statement of assurance that the **member meets the Secretary of Defense’s vaccination requirements and is eligible for federal travel.** The statement must be included on every DTS request submitted. The system does not prompt or remind members to input the system. Input the statement through “Comments to the Approving Official” and use any of the following or something similar: “Member meets Vaccination Requirements”, “Member meets all federal requirements for travel.”

Contact Glenn Fortmayer to register at glenn.a.fortmayer.civ@mail.mil

<i>STATE PERSONNEL BRANCH</i>		
HR Manager	Ms. Ashley Gallagher	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>

SUPERVISORY TRAINING

Supervisory training for supervisors that oversee State teammates will be held on Thursday, April 28th 8:30 am – 2:00 pm in the JHFQ 3rd floor conference room. Please schedule any new supervisors that have been in their position for a year or less to attend the training. This is also great opportunity for refresher training for all supervisors. You can schedule attendance by emailing or calling Ashley Gallagher at ashley.gallagher@nebraska.gov / 402-309-8172 .

Topics to be covered include:

- Classified System Personnel Rules & Regulations (RULES)
- Labor Relations
- Classification
- Recruitment & Placement
- Salary Adjustments
- Budget Process
- Leave Administration
- Performance & Conduct Management
- Training & Development

OPEN ENROLLMENT (2022)

Open Enrollment will begin May 3rd and ends May 17th (at **5:00 pm CST**). Please take time to ensure that you have your password and that it is active, so you can login to the Employee Work Center (EWC / Workday) when open enrollment begins. If you need to reset your password, please review the instructions on the Employee Work Center login screen. If you know your username and your work email address is in Workday, you can reset your own password without contacting the AS Link help desk for assistance.

ALL EMPLOYEES (except new teammates that start employment on or after May 3rd or teammates that are on long term absences for military duty) MUST complete the open enrollment (OE) process. ALL employees should print out their confirmation statement before they leave the OE process. There will be a print button that employees can use to print their confirmation statement.

The main document that teammates can review for OE information is the Options Guide:

<https://das.nebraska.gov/personnel/wellness/benefits/docs/2022/2022-23%20Options%20Guide.pdf>

We will notify teammates about other informational slide and video presentations, when available, so they may review the different insurance options that will be available in Open Enrollment. Remember to review ALL information on ALL screens of the OE process. SCROLL DOWN on EACH screen. If teammates do not have a printer available when finishing the OE process, they should save an electronic copy of the confirmation statement on their computer.

CHECK and UPDATE YOUR ADDRESS and the address of your dependents in the OE process.

CHECK and UPDATE YOUR PHONE NUMBERS in the OE process.

Human Resources will be receiving information regarding the step-by-step instructions for the OE process. The document or website information will be forwarded to teammates once it is received.

Reminder - In order to be eligible to elect the WellNebraska Health Plan in the upcoming open enrollment, if you and

your spouse were enrolled in a State of Nebraska medical plan that was active before March 31, 2022, you and your spouse (if applicable) must have completed the Rally Health Survey electronically by March 31, 2022, at www.myuhc.com. If you were not enrolled in any State Health insurance, you and your spouse (if applicable) must have completed a paper copy of the Rally survey and submitted it to United HealthCare by March 31, 2022, to be eligible. If the Rally Survey requirement was not completed, teammates will only be able to choose from the other health plans available in open enrollment.

RETIREMENT BENEFICIARIES

If you need to update beneficiaries or an address for beneficiaries that you have on your retirement account, you must fill out a new beneficiary form (have it notarized) and send it to the retirement office. The website for the retirement office is: <https://npers.ne.gov> (you can copy this link into your internet browser). Forms are located on the left side of the web page. When in Forms, go to the Beneficiary Designation link under Member Forms. The completed form can be sent directly to the retirement office (address at top of form). Enter Military Department for the employer name and in the upper right-hand part of the form select the State box for the “mandatory” retirement account (the one that has the matching contribution by the State), DCP if you have a Deferred Compensation Plan (the voluntary retirement account where teammates make the investment decisions), or both of those boxes if you have both accounts and want the beneficiary choices to apply to both accounts.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Deer Oaks, your EAP, is available to provide free, confidential guidance and resources when you need it most. Take advantage of in-the-moment telephonic support, short-term counseling, family counseling, referrals to local resources and support groups plus online articles and information. Call your EAP today for 24/7 confidential assistance at 1-866-792-3616. To review information and services available, go to www.deeroakseap.com and click on the Member Login toward the upper right-hand corner. Enter the letters “SON” in both the User Name and the Password fields and click on Login.

<i>AGR PERSONNEL BRANCH</i>			
POSITION TITLE	NAME	TELEPHONE	E-MAIL
AGR Branch Manager	MAJ Cory Huskey	402.309.8171	cory.n.huskey.mil@mail.mil
AGR Branch SGM	SGM William Cary	402.309.8175	william.c.cary.mil@mail.mil
ANG & ARNG Announcements, Accessions, Retirements	SFC Robert Hague	402.309.8183	robert.h.hague.mil@army.mil
ANG & ARNG Personnel Support, Finance, Actions, Orders	SSG Audrey Novotny	402.309.8181	audrey.a.novotny.mil@mail.mil
ANG Personnel Support, Orders		402.309.8144	

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

TRICARE POLICY CHANGES

- Eligibility exclusion for TRICARE Reserve Select coverage for members of the Selected Reserve of the Ready Reserve has been removed.
- Effective 01 January 2030, technicians and civil service employees in the reserves/National Guard will be able to enroll into TRICARE Reserve Select, regardless of eligibility for a Federal Employee Health Benefits Program (FEHBP).
- The reinstatement grace period, for service members who have let their TRICARE Reserve Select coverage lapse, is increased from three to five months. Upon reinstatement, the service member is required to pay all past due premiums plus current premiums and fees.
- TRICARE plans still meet the minimum essential requirements of the Affordable Care Act. For tax return purposes, IRS Form 1095-B is no longer required.

CHILDBIRTH AND BREASTFEEDING SUPPORT DEMONSTRATION (CBSD)

Effective 01 January 2022, qualifying TRICARE Prime or TRICARE Select enrollees can participate in the CBSD, a pilot program which will run from 01 January 2022 to 31 December 2026. This benefit is available for beneficiaries who are at least 20 weeks pregnant and see a TRICARE-authorized provider. An authorized provider is any individual, institution/organization or supplier that is licensed by a state, accredited by a national organization, or meets other standards of the medical community, and is certified to provide benefits under TRICARE. Birth with a certified midwife, who is a TRICARE-authorized provider, also qualifies. The benefit is not payable for births at a Military Treatment Facility. For more information on this benefit, visit the TRICARE website at: <https://tricare.mil/Plans/SpecialPrograms/CBSD>

TRICARE PHARMACY CHANGES

CVS Pharmacy has joined the TRICARE Network. As of 15 December 2021, all Walmart Pharmacies including Sam’s Club will no longer be a TRICARE network pharmacy. All Soldiers currently utilizing Walmart Pharmacies must change their prescriptions to a pharmacy within the TRICARE network. Soldiers locate an in-network pharmacy via the website or phone number as follows: <https://www.express-scripts.com/login> or 1-877-363-1303

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

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

DAYS OF REMEMBRANCE – HOLOCAUST REMEMBRANCE DAY

Pease join the Department of Defense in recognizing Holocaust Days of Remembrance, April 24 – May 1, 2022, and Holocaust Remembrance Day, April 28, 2022. It is during this time; we reflect on the horrific atrocities committed by the Nazi regime against the Jewish people and other minority groups during World War II as well as the heroes who risked their lives to help them as well as our soldiers who liberated the Concentration Camps.

The Jewish culture has provided endless contributions to the success of our country in areas such as art, history, science, defense and entertainment. The United States Congress established Days of Remembrance as our Nation’s annual commemoration of the atrocities from World War II known as the Holocaust. Each year since, our federal agencies have come together to create a program commemorating this event in order to honor the survivors and those who perished. The U.S. Holocaust Memorial Museum defines the Holocaust as the systematic, state-sponsored persecution and murder of six million Jews by the Nazi regime and its allies and collaborators. In addition to murdering two thirds of Europe's Jews, the Nazis targeted and murdered millions of others, including people with disabilities, Poles, Russians, Roma, Jehovah's Witnesses, and homosexuals.

For more information on the Holocaust, please visit the links listed below.

Presidential Proclamation

<https://www.whitehouse.gov/briefing-room/presidential-actions/2021/04/04/a-proclamation-on-days-of-remembrance-of-victims-of-the-holocaust-2021/>

United States Holocaust Memorial Museum

<https://www.ushmm.org/remember/days-of-remembrance>

HOLOGALIST

Days of Remembrance

"Racial hatred and hysteria seemed to have taken complete control of otherwise decent people."

On November 8, 1938 demonstrations began against German Jews, brought on by the murder of a German diplomat in Paris. Fanned by Nazi propaganda, a 48-hour period of state sanctioned anti-Semitic mob violence (pogroms) followed. More than 1,000 synagogues were burned, 7,000 Jewish businesses, community centers, and homes were looted and vandalized. Over 3,000 Jewish men were arrested and sent to concentration camps. Police, fire brigades, and most witnesses of these violent acts stood by and did nothing. Kristallnacht (now commonly translated as "Night of Broken Glass") marked a turning point—a shift from anti-Semitic rhetoric to violence that would culminate in the systematic, state sponsored murder of Jews—known as the Holocaust. Would you stand silent?



Has anything like this ever happened in your days or in the days of your forefathers?

Tell it to your children, and let your children tell it to their children and their children to the next generation.

Joel 1:2-3

Do Not Stand Silent: Remembering Kristallnacht 1938

Days of Remembrance



Learning from the

HOLOCAUST

Acts of Courage