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State Personnel

Changes to Addresses, Phone Numbers, Direct Deposit and Emergency Contacts
Leave and Overtime in Same Week – 40 Hours Work Weeks
30-Day Window – Insurance Status Changes
Holiday for State Employees – January – April
Retirement Newsletter/Seminars/ MORE Information
Deferred Compensation Plan (DCP) Enrollment and Changes
Family and Medical Leave Act (FMLA) Leave - Contact the Human Resources Office

Active Guard and Reserve Personnel

Check Leave and Earning Statement (LES) for Servicemembers' Group Life Insurance (SGLI)
Update DA Form 5960
TRICARE Pharmacy Updates
TRICARE Benefits Updates

Equal Employment Office/Diversity

Martin Luther King Day

<i>HRO LEADERSHIP</i>		
Human Resources Officer	Col Nicole Nuss	402.309.8170
Deputy HRO (Acting)	Mr. Stephen Oppliger	402.309.8185
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.

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 AND TIME</u>
27 JAN 22	Soft Skills for Leaders and personnel aspiring to lead 0800-1130
27 JAN 22	Effective Delegation for supervisors and aspiring supervisors 1230-1530

1-3 FEB 22	New Federal Employee Orientation Training (Mandatory Training for all new federal civilian employees. This is not onboarding. New employees without work laptops need to contact glenn.a.fortmayer.civ@army.mil).
24 FEB 22	Word for Beginners Levels 1-3 0800-1100 1 hour classes sequentially. Seeking Volunteer Instructors
24 FEB 22	Word for Beginners Levels 1-3 0800-1100 1 hour classes sequentially. Seeking Volunteer Instructors.
24 FEB 22	Excel for Beginners Levels 1-3 1230-1530 1 hour classes sequentially
17 MAR 22	Supervisors of Federal Civilians Refresher Training (Mandatory Training every three years after New Supervisor Training)
24 MAR	Federal Pre-Retirement/TSP Briefing via TEAMS (Ft. Riley ABC Presenters)
29-31 MAR 22	New Federal Civilian Supervisor Course (Mandatory Training for all new supervisors of federal civilians (T32 & T5)
6 APR 22	Federal Retirement TSP Preparedness and Processes Briefing (JFHQ HRO Presenters)
14 APR 22	PowerPoint for Beginners 1-3 0800-1100 1 hour classes sequentially. Seeking Volunteer Instructors
14 APR 22	Time Management & Capacity Training 1215-1400
14 APR 22	Workplace Trust for Success 1415-1600
20 APR 22	Benefits and Resume Writing 0800-1030

FY 22 Topics coming and available for departmental/group training/ 1-1 Assigned PIP/development 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)

DTS Special Instruction: 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

TECHNICIAN PERSONNEL BRANCH

Supv HR Spec (Classification/Staffing)	Ms. Deb Burling	402.309.8187
Classification/Manpower	Mr. Larry Martin	402.309.8184
Recruitment, Staffing & Pay	Mr. John Winterfeld	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 Dorn	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>

OLD-AGE, SURVIVORS, AND DISABILITY INSURANCE (OASDI) DEFERRED COLLECTION

I was in a non-pay status in 2021 and have an OASDI outstanding balance how do I pay it

The government will pay the deferred Social Security taxes to the IRS on your behalf, and you will owe DFAS for this repayment. Collection will occur through the debt management process. A debt letter will be posted in your myPay account in January 2022, as well as sent to your address of record via US Mail. The debt letter will provide instructions for repayment; payments can be made online via Pay.gov.

I am separating from the service; will I be required to pay it back?

If you separated or retired in 2020: Given your separation or retirement in 2020, the Social Security taxes deferred in 2020 cannot be collected directly from your 2021 wages. The government will pay the deferred Social Security taxes to the IRS on your behalf, and you will owe DFAS for this repayment. Collection will occur through the debt management process. A debt letter will be posted in your myPay account in January 2021, as well as sent to your address of record via US Mail. The debt letter will provide instructions for repayment; payments can be made online via Pay.gov.

For debts less than \$25: Employees who receive an out of service debt letter with a total debt balance less than \$25 will be given a total of 60 days to pay in full. If not paid within the 60 days, a 2020 W-2C will be issued to the employee, reporting the unpaid debt amount as additional wages earned, which may require the employee to file an amended 2020 tax return.

If you are planning to or have separated in 2021: If you separate or retire in 2021, before the deferred Social Security tax is collected in full, you are still responsible for the remainder of your Social Security tax repayment. The unpaid balance will be collected from your final pay. If there are insufficient funds to collect the full amount, you may receive a debt letter with instructions for repayment.

For debts less than \$25: Employees who receive an out of service debt letter with a total debt balance less than \$25 will be given a total of 60 days to pay in full. If not paid within the 60 days, a 2020 W-2C will be issued to the employee, reporting the unpaid debt amount as additional wages earned, which may require the employee to file an amended 2020 tax return.

Note, a Form W-2c may not be required for employees who separated in 2020.

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 22	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 Elick-Coats 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.

USASTAFFING/USAJOBS – E-MAILS

HR will be notifying USASTaffing to convert Army personnel to the @army.mil e-mail addresses on 22 February 2022. If you have a selection package pending, please complete before 22 February 2022 if possible. If you cannot complete the package prior to 22 February 2022, please contact Mr. John Winterfeld at 402-309-8186 or Mr. Larry Martin at 402-309-8184.

Also, if you are using your government e-mail to apply for positions in **USAJobs**, be sure to update your e-mail address as the e-mail in the system is where all your notifications are sent.

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.

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 two 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://eopf.opm.gov/nationalguard/>

Login Help for New Users and Current Users is located at: <https://eopf.opm.gov/nationalguard/LoginHelp.htm>
If you believe documents are missing, please contact the Technician Benefits section at X8189 or X8173.

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

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.

APPRAISALS: Appraisals ending on 31 MAR 2022 will be due by 30 APR 2022. 2023 PAA plans are also due 30 APR 2022. 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, contact HR Mr. Glenn Fortmayer glenn.a.fortmayer.civ@army.mil for guidance on new NGB requirements. Training for all supervisors of federal civilians on this guidance is forthcoming.

SF-182s When Government Purchase Card (GPC) 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 F 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.

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.

DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS) AND MYBIZ+/MYWORKPLACE

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

You can go to the DCPDS Portal at <https://compo.dcpds.cpmos.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. Please contact Denise Anderson X8177.

VERIFYING EDUCATION INFORMATION IN DCPDS MYBIZ+

Federal Employee (Title 5 and Title 32 Tech) have the ability to self-certify their education information in DCPDS. To validate the information, a copy of the transcript will need to be sent to HRO.

Individuals will receive an email from a HR Specialist requesting the documentation.

Point of contact will be Denise Anderson at (402) 309-8177 or denise.l.anderson12.civ@mail.mil.

UPDATE YOUR EMAIL IN DCPDS MyBiz+

Having correct email addresses in DCPDS affects employee and supervisors when notifications are sent out via MyBiz+. When emails are updated, it's automatically updated in other interfacing systems as well.

Employees have the capability to update their email addresses in MyBiz+ as it is part of the Self Service function. Please go to <https://compo.dcpds.cpms.osd.mil/rsouiportal/AccessRegions.jsf> and under Key Services, click on Contact Information \ Work Email.

Point of contact will be Denise Anderson at (402) 309-8177 or denise.l.anderson12.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>

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

Reminder - Teammates need to update their addresses, phone numbers, direct deposit information, and Emergency Contact information in the Employee Work Center (EWC), as soon as possible, if there are any changes. If teammates have address changes in January they should make changes as soon as possible so that W-2's will have the correct address on them. Go to the LINK website – <http://www.link.nebraska.gov> to get to the EWC. Once you are logged in click on the appropriate icon (Pay – for direct deposit changes or Personal Information – for address or phone number changes).

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

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

Please call Human Resources with any questions before submitting timecards for approval.

30-DAY WINDOW – INSURANCE STATUS CHANGES

Teammates or spouses that have a qualifying status change have 30 DAYS, starting with the event date, to change benefits. All changes must be consistent with a qualifying event. All requests will be made through the Employee Work Center (EWC) and the necessary documentation must be attached to the benefits change process. **WHEN COUNTING THE 30 DAYS, THE DATE OF THE EVENT MUST BE COUNTED AS DAY ONE.** As an example, if a teammate gets married on May 15th then May 15th would be day one of the 30 day window and June 13th would be the last day of the 30-day window.

HOLIDAYS FOR STATE EMPLOYEES – JANUARY – APRIL

Paid holidays for the first four months of 2022 for State teammates are:

- December 31st (New Year's Day observed)
- January 17th (Martin Luther King, Jr. - Birthday observed)
- February 21st (George Washington – Birthday observed)
- April 29th (Arbor Day)

If there are any questions on about holiday pay or how time should be recorded in a workweek that includes a holiday please contact the State HRO in the JFHQ building (2nd Floor). Check with Human Resources BEFORE taking any Leave without Pay (LWOP) around a holiday, whether it is before or after the holiday.

RETIREMENT NEWSLETTER / SEMINARS / MORE INFORMATION

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/newsletterDC2022Jan.pdf>

In this edition:

- ABC: Always Be Customized!
- Top 5 Expenses for Retirees in 2020
- See A Penny, Pick It Up
- Defined Contribution Annuity & Cash Balance Annuity Rate Changes
- 2022 Deferred Compensation Limits
- Cash Balance Rate

Want More Information? State and County Retirement Seminar season is normally in the fall of each year, however due to an overwhelmingly positive response we have decided to offer ½ day Retirement Webinars for our members during this Spring 2022! Right now, we have ½ day webinars available, in the morning, on **January 25th, January 26th, February 8th, February 11th, March 14th, April 4th, June 3rd** and an afternoon offering **May 19th**. If you wish to register for one of our ½ day webinars, all you have to do is e-mail your NAME, DATE OF BIRTH, WEBINAR DATE YOU WISH TO ATTEND, and E-MAIL YOU WOULD LIKE TO USE to NPERS.SEMINARS@NEBRASKA.GOV and a link will be e-mailed to you! Free to attend and now even better times to do it -- You asked for it and we listened!

Need education opportunities right NOW? We have fantastic videos that cover retirement topics such as your specific Retirement Plan, Investment Education, Social Security, the Deferred Compensation Plan, Medicare (with Nebraska SHIP), Estate Planning, and Financial Planning. These are all available now on our website, NPERS.NE.GOV.

Previous newsletters may be found on the Publications page on the NPERS website at npers.ne.gov:

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

If you have any questions, please contact NPERS Member Services at 402-471-2053 or 800-245-5712.

DEFERRED COMPENSATION PLAN (DCP) ENROLLMENT AND CHANGES

DCP Enrollment - State Teammates must enroll in DCP using their Employee Work Center (EWC) access. After Teammates are enrolled they will need to use the Ameritas Online Access website (see link on Nebraska Public Employee Retirement Systems (NPERS) website - npers.ne.gov) to make investment allocations or changes. A short video walkthrough of the Ameritas online Allocation and Fund Transfer process can be found at: <https://npers.ne.gov/SelfService/public/otherInformation/FinancialFacts/>

DCP Enrollment – The only time a paper enrollment form should be used for enrollment is when a teammate is deferring unused sick, vacation, or comp time balances and the teammate was not previously enrolled in the DCP. This form **MUST** be received by the Human Resources Office (2nd Floor, JFHQ building on the Air Base) in time so it can be reviewed and sent to the Retirement Office in the calendar month prior to the month the teammate terminates employment.

DCP Change of Contribution Amount - State teammates must make changes to their contribution amounts using their EWC access (Example: if you are contributing \$25.00 to DCP and want to change the contribution to \$50.00). See https://das.nebraska.gov/personnel/user_guides/ewoc/DeferredCompEmployeeSelfService.v2.pdf

DCP Change of Investment Fund Allocations or Fund Transfers - State employees must use the Ameritas Online Access website (see link on Nebraska Public Employee Retirement Systems (NPERS) website - npers.ne.gov) to make investment allocations or changes. A short video walkthrough of the Ameritas online Allocation and Fund Transfer process can be found at: <https://npers.ne.gov/SelfService/public/otherInformation/FinancialFacts/>

If you have any questions, please contact NPERS Member Services at 402-471-2053 or 800-245-5712.

Contact State HR Mr. Tim Diedrichsen at (402) 309-8180 at least two months before a retirement date to discuss deferring sick, vacation, and comp payouts to a DCP account, if you are interested in this option.

FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE - CONTACT THE HUMAN RESOURCES OFFICE

Teammates need to contact the Human Resources Office as soon as they are aware of the need to be away from work due to a serious health condition. Serious health conditions are defined as illness, injury, impairment or physical or mental conditions that involve: (1) in-patient care, (2) absence from work, school or other regular daily activities for more than three calendar days and continuing treatment by a health care provider, or (3) continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, or prenatal care.

<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	Mr. Mark Goodrich	402.309.8144	mark.goodrich.1@us.af.mil

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

CHECK LEAVE AND EARNING STATEMENT (LES) FOR SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI)

We have recently been notified that due to DFAS system errors, the SOES/SGLV system has not been updating the SGLI and Family SGLI deduction correctly for some T32 AGR's.

Due to this, HRO asks that everyone check their LES to see if SGLI or Spouse/Family SGLI is being pulled out of your check and that it is the correct amount. For example, if you have \$400,000 coverage you should be having \$25 pulled from your check. (If you check your SGLV amounts on milconnect.dmdc.osd.mil it will show you the amount that should be getting pulled from your check)

If you do NOT have this deduction coming out and it is supposed to, send SSG Audrey Novotny a copy of your LES and the most recent copy of your SGLI showing that you have SGLI and/or FSGLI coverage so we can initiate the correction with MILPAY. This correction may take up to 4-5 months to fix.

If the system error has affected you, a debt will eventually show up on your LES. We are estimating it to be less than \$300 depending on your individual situation.

As this situation develops and solutions are determined, updates will be sent via email channels to keep the AGR force informed.

If you have any questions or problems please give SSG Audrey Novotny a call at (402) 309-8181 (x8181) or email her at Audrey.a.novotny.mil@army.mil

DA FORM 5960 "AUTHORIZATION TO START, STOP, OR CHANGE BAQ AND/OR VHA"

All Soldiers are required to use the newest version of DA Form 5960 dated "Jul 2021." Old versions of the form will be returned for completion on the current form.

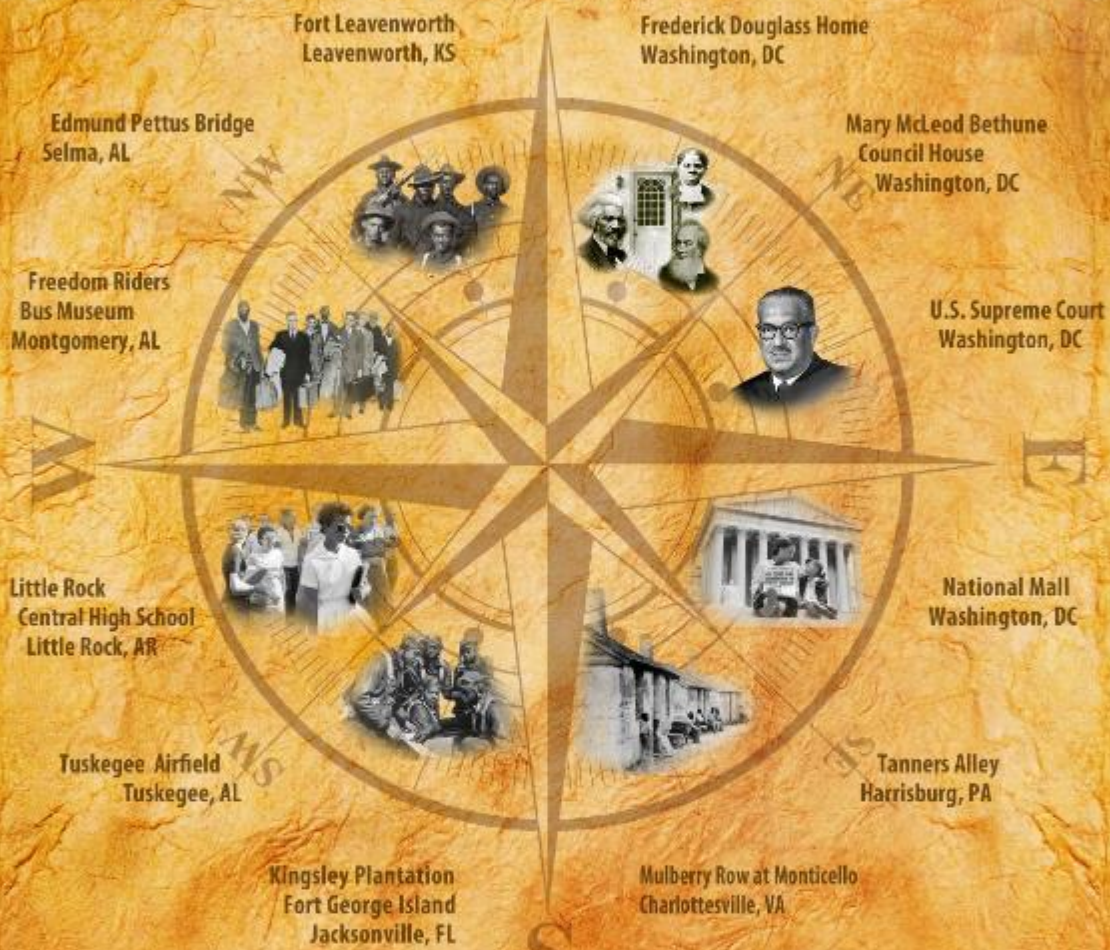
TRICARE PHARMACY CHANGES

As of Dec 15th 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 can enter their information at the website listed below for a list of in-network pharmacies near their home of record. **NOTE: Currently, Walmart and Sam's Club pharmacies will populate on this list but ARE NOT TRICARE network pharmacies. <https://militaryrx.express-scripts.com/find-pharmacy>

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

BLACK HISTORY MONTH



HALLOWED GROUNDS:
Sites of African American Memories



Developed by the National Center for the Office of Equal Opportunity, the Ignored Middle

