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Technician Personnel

Technician Branch Staff:

Deputy HRO	Maj Nancy Curtis	x8144
Supv Human Resource Spec	Mrs. Deb Burling	x8187
Classification/Manpower	2LT Jessica Pan	x8182
Recruitment, Staffing & Pay	Mrs. Denise Anderson	x8177
Benefits & Services	MSgt Jody Kouma	x8190
	OC Amanda Almanza	x8197
	SSG John Winterfeld	x8173
Technician Training /Travel	Mrs. Diane Voichoski	x8184
Labor Relations	Mr. Jason Grams	x8185

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

Federal Employee Retirements:

Breck A. Shilling-1 April 2015-ANG

Donated Leave Recipients

The following Army Guard employees are approved as a leave recipients under the Voluntary Leave Transfer (VLT) program:

Keith W. Cox, WG-10, G4, Mead, NE, primary caregiver to wife who is diagnosed with multiple myeloma since May of 2012 and has exhausted all leave balances.

Kyle D. Mostrom, GS-7, AASF#1, Lincoln, NE, received open heart surgery in September 2014 and adjustment to the mechanical heart valve requires weekly doctor's appointments, in addition, experiencing an array of side effects..

Technicians who would like to voluntarily donate "ANNUAL" leave may scan their OPM donor forms to jody.l.kouma.mil@mail.mil, or distro to JFHQ,HRO-Tech Svcs. Upon receipt of the form, block # 10 will be filled out by HR.

An OPM OF 630-A would be used by ARNG technicians (same agency-Dept of the Army). An OF 630-B would be used for ANG technicians (different agency, Dept of the Air Force).

For additional information and forms see the "Voluntary Leave Transfer Program" section of the Employee Benefits tab at <http://ne.ng.mil/Resource/Pages/Technician-Branch.aspx>.

Technician Awards

As a reminder, Additional Submission Period: HR will accept additional QSI and SSP submissions based on previous award guidance given in previous Tech Email dtd March 13, 2015. All awards received by 30 April will be boarded and paid based on available technician payroll funds at that time. SSPs submitted for performance must be based on a sustained superior performance of at least six months in the same job and grade level. QSIs must be based on a period of performance maintained for at least 12 months and in the same job and grade level. For additional details, please refer to NENG TPR 451 dtd 1 Mar 2012.

Verification of Military Experience (VMET)

When applying for any Federal government position (including NENG technician positions), the DoD's Verification of Military Experience and Training (VMET) can be a critical tool in getting you qualified for a position. This document helps translate your military experience into skills relevant to the civilian workforce or federal employment. The VMET is an optional document you submit in addition to your resume; the resume is a required document for all federal position applications. Your VMET can be found at <https://pki.dmdc.osd.mil/tgps/pages/home.xhtml>

USAJOBS APPLICATIONS

Applying for a Dual-Status Technician Job?

When applying for dual-status technician jobs with the Nebraska National Guard, applicants need to verify the accuracy of their answers on the application questionnaire. If applicants are not truthful or make an error on their questionnaire, they will be disqualified for falsifying their application.

For example, an applicant answers he or she is in Area 1 for area of consideration, but he or she is a traditional or drill status member of the Nebraska National Guard. The applicant actually is not in Area 1 and will be considered ineligible for the announcement.

Applicants must also pay attention to the "Lowest Grade" on the questionnaire. On multi-grade or trainee advertisements, applicants must select the lowest grade for which they are applying.

For example, a Supply Technician position is advertised as a GS-6/7. An applicant selects GS-7 as the lowest grade. When the Staffing office reviews the applicant's resume and questionnaire, if the applicant's resume does not meet the GS-7 qualifications, but would meet the GS-6 qualifications, the applicant is not eligible because she or he did not request consideration for the GS-6.

If you have questions regarding the application process please contact 2LT Jessica Pan at 402-309-8182 or Ms. Denise Anderson at 402-309-8177.

27 Paydays in 2015 - ARMY ONLY

Periodically, the pay year will be comprised of 27 paydays instead of the more common 26 paydays. This is the case for 2015 (Army payroll only) which will affect some of your deductions and withholding amounts as well. Deductions that are affected is Federal and State Taxes, Social Security, Medicare, TSP Contributions and TSP Catch-up Contributions.

Technician Travel & Training

Human Resource Development Staff

Mrs. Diane Voichoski – HRDS – x8184

DTS Substantiating Records – ARNG:

Remember to attach the LOI/MOI as a substantiating document to DTS authorizations.

DTS authorizations – mandatory statement:

The following statement is required in DTS authorizations.

“Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means.”

Human Resources Information Systems (HRSIS)

HRSIS Staff

CMSgt Mike Courtney – HRSIS Manager – x8189

SrA Mayte Ruiz – Info Systems & HR Development Assistant (Temp Tech) – x8266

TSgt Carson Pollard – Info Systems Assistant (Temp Tech) – x8266

MyBiz+

A new MyBiz+ user guide is available on the DCPDS Portal by clicking on Help and the drop down arrow to find the **MyBiz+ User Guide**.

Let CMSgt Courtney know if you have any questions!

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State Personnel

HRO-SP Staff

HR Manager	Ms. Polly Putney	x8172
HR Assistant / Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant / Payroll	Ms. Bonnie Shipley	x8178

Wellness Health Plan

All employees and covered spouses, who enroll in the Wellness Health Plan (insurance plan) are required to participate in wellNEssoptions, the State wellness program, and complete three (3) key activities every year.

Step 1: Complete a Biometric Screening

Step 2: Complete a Health Assessment (online)

Step 3: Enroll in a Wellness Program by November 20th and complete program by March 31st of the following year.

Reminder - To qualify for enrollment into the 2015-2106 Wellness Health Plan, employees and covered spouse must have already completed a Biometric Screening and an online Health Assessment in the April 1 – May 31, 2014 timeframe. And, they must have already enrolled in a Wellness Program by the November 20, 2014 deadline. The Wellness Program must be completed by March 31, 2015.

Visit the wellNEssoptions website for details on how to qualify for the Wellness Health Plan – www.wellnessoptions.nebraska.gov or call Health Fitness Customer Service at 1-866-956-4285.

New participants in the Wellness Health Plan, both employees and covered spouses (if applicable), are required to complete an online Health Assessment by the last day of their first month of coverage. If employees and covered spouses (if applicable) do not complete the health assessment by the deadline their coverage will be defaulted to the Regular Health Plan, retroactive to the first day of the month that coverage began.

Certain requirements are waived for new participants in the Wellness Plan depending on when they first became covered on a State health insurance plan. See list below.

Employees should watch their mail for communications about the wellness website, wellness plan requirements and any changes to the wellness program administration.

----- **New Hires / New Plan Participants** -----

To Elect Wellness Health Plan at New Hire

Complete Health Assessment (HA) by end of month after health coverage begins

To Re-Elect Wellness Health Plan on July 1, 2015

If Insurance Effective on (or before) April 1, 2014

Step 1: Complete Biometric Screening between April 1 – May 31, 2014

Step 2: Complete HA between April 1 – May 31 2014

Step 3: Enroll in Wellness Program by November 20, 2014

Complete Wellness Program by March 31, 2015

If Insurance Effective May 1 – November 1, 2014

Step 1 & 2: Waived

Step 3: Enroll in Wellness Program by November 20, 2014

Complete Wellness Program by March 31, 2015

If Insurance Effective between December 1, 2014 to March 1, 2015

No additional requirements after completing New Hire HA

To Elect Wellness Health Plan on July 1, 2016

Step 1: Complete Biometric Screening between April 1 – May 31, 2015

Step 2: Complete HA between April 1 – May 31, 2015

Step 3: Enroll in Wellness Program by November 20, 2015

Complete Wellness Program by March 31, 2016

----- Current Employees – Not Enrolled in Any State Health Plan -----

Eligible to elect Wellness Health Plan for July 1, 2015

Must complete health assessment between July 1-31, 2015

To Elect or Re-Elect Wellness Health Plan for July 1, 2016

Step 1: Biometric Screening waived

Step 2: **If new to Wellness Health Plan on 7-1-2016**

Complete Health Assessment by July 31, 2016

Step 3: Enroll in Wellness Program by November 20, 2015

Complete Wellness Program by March 31, 2016

Remember that the Biometric Screening and Health Assessment usually need to be completed at the beginning of the Wellness Plan Year in the April 1 – May 31 timeframe. If you are a new hire or a new participant to any health plan you may not have to complete all the steps right away.

Open Enrollment

Open Enrollment will be May 6, 2015 through May 20, 2015. **Please make sure your Employee Work Center (Workday) password is working in April so you are ready for open enrollment when it begins in May.** If you don't know your password you can use the Forgot Password? link (one of the choices under the Sign In button) and follow the steps or call the Help Desk at 402-471-6234 to get your password reset.

On-Site Biometric Screening / Other Options

The biometric screening for the Military Department will be on April 23, 2015 from 7:00 a.m. to 11:00 a.m. in the Third Floor Conference room in the Joint Force Headquarters (JFHQ) building. Spouse of employees should arrive at the air base earlier for their appointments so that they can have time to go through any security checks or processes. Human Resources will work on providing a list of those signed up for the biometric screening to the front gate of the air base and security guards in the JFHQ building.

Employees and spouses, if applicable, will be able to do the Health Assessment at the onsite biometric screening. It will be one of the stations in the screening process.

Employees and Spouses (if applicable) can register for biometric screenings beginning on March 23rd. Go to the wellNESSoptions website: www.wellnessoptions.nebraska.gov Click on My Health then proceed to Screening then go to Schedule a Screening **OR** call 1-866-956-4285 and choose option 1 to schedule your on-site screening.

Employees that are going to go to the on-site screenings will want to register or call as soon as possible starting March 23rd so they can attend the biometric screening site of their choice with the best time.

Employees and spouses may also choose to meet with their medical care providers and participate in the screening through the AMS process. Download AMS form and instructions (available at beginning April 1, 2015) at www.wellnessoptions.nebraska.gov . Employee and

spouses are responsible for sending the completed form to Health Fitness via fax or mail between April 1 – May 31, 2015. KEEP your fax confirmation!

Employees and spouses may also choose to participate in the screening through the use of a home kit process through Home Access. Call Health Fitness at 1-866-956-4285 between April 1 – May 15, 2015 to order kit. Employees and spouses complete the test and mail the kit back to Home Access by May 31, 2015.

If employees and spouses use the Alternative Means Screening (AMS process) or the Home Kit process, it's best to start the process as soon as you can so the process can be completed before the deadline. Save any confirmations that you receive. If you have questions call Health Fitness Customer Service at 1-866-956-4285.

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AGR Personnel

CW3 Jeff Thomas, AGR Branch Manager, (402) 309-8171

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Air Vacancy Announcements, SF 52
- FTSMCS Leave Administrator

SFC Jenna Schneider, Personnel Sergeant, (402) 309-8183

- Army Separations and Retirements
- AGR Travel (DTS)
- AGR Mobilizations
- AGR PCS Manager
- Career Status Bonus Manager

SSG Rosalba Amezcua, Personnel Services Sergeant, (402) 309-8181

- Air staffing and AROWS Orders
- FTE Orders and Tracking
- Army Appointment and Reassignments
- AGR Pay and Entitlement Issues
- Air AGR Appointments and Reassignments
- Good Conduct Medals
- Air Occasional AGRs

Leave Carryover: The 75 Day Leave Carryover ends 30 September 2015! Begin your planning now to bring your balance back to the standard carryover of 60 days. For additional information see full article at <http://content.govdelivery.com/accounts/USDODAF/bulletins/f0b392?reqfrom=share>.

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Equal Employment Office/Diversity/Organizational Development

(Point of contact for the following information is LaVonne Rosenthal, 309-8111.)

NSTR
