

Technician Personnel

Federal Length of Service Awards
Federal Employee Retirements
Federal Holidays (2014 & 2015)
TSP Contribution Limits Increase
Donated Leave Recipients
Tech Travel and Training
MyBiz+

State Personnel

Zoo Memberships
Coverage for Adult Children / Status Changes (insurance)
Status Changes During Plan Year - Terminating Coverage

AGR Personnel

United Healthcare
Active Duty Dental Program
Tricare Dental Program
Transition Assistance Advisor
Leave Carry Over
Paternity Leave
Child Care Fee Assistance
Same-Sex Marriage Benefits
Leave Tracking System
Reassignments
DTS
Pay Entitlements
ADOS
BAS Suspension
BAH for Deployed Soldiers

Equal Employment Office/Diversity/Organizational Development

NSTR

[Back to Top](#)

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
	SPC Amanda Almanza	x8197
	SGT John Winterfeld	x8173
Technician Training /Travel	Mrs. Diane Voichoski	x8184
Labor Relations	Mr. Jason C. Grams	x8185

HRO website: <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Federal Length of Service Awards (August & September):

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

October 2014

10 Years: Scott M. Sokolik
 Tollie H. Yoder
 Jeffery A. Holbrook
 Joshua K. Robinson

25 Years: Mark A. Talbert
 Morgan J. Mathis

November 2014

10 Years: Larry C. Vancura
 William P. Nolan
 Anthony J. Schuman

15 Years: Jeffrey P. Switzer

20 Years: Paul M. Savick

25 Years: Mary A. McGahan

December 2014

10 Years: Jason L. Schroeder

15 Years: Jesse J. Hraban

25 Years: Paul G. Smedra Jr
 Craig A. Bartels
 Allen D. Simpson

Federal Employee Retirements:

NONE

Federal Holidays (2014 & 2015)

Federal law establishes the following public holidays for Federal employees.
Holidays on OPM: <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview>

2015

19 Jan - Martin Luther King, Jr. Birthday	16 Feb – Washington's Birthday
25 May – Memorial Day	3 Jul – Independence Day
7 Sep – Labor Day	12 Oct – Columbus Day
11 Nov – Veterans Day	26 Nov – Thanksgiving Day
25 Dec – Christmas	1 Jan 16 - New Years Day

When a holiday falls on a non-workday for an employee covered by a compressed work schedule and the actual holiday date is not a Sunday, the last regularly scheduled workday preceding the holiday is the employee's in lieu of holiday.

If an actual holiday date falls on Sunday: Actual date holidays are 4 Jul, 11 Nov, 25 Dec and 1 Jan each year. Employees whose basic workweek is Monday through Friday the Monday immediately after is the legal holiday. For employees covered by a compressed work schedule (i.e. Tuesday – Friday) the holiday is the first regularly scheduled workday following the Sunday holiday as the in lieu of holiday off.

TSP Contributions Limits Increase

The Internal Revenue Code places limits on the dollar amount of contributions you can make to TSP. Contribution limits for 2015 for elective deferral limit is \$18,000 and the limit amount for TSP Catch-Up Contributions is \$6,000.

TSP changes or elections are made through EBIS, www.ebis.army.mil OR by phone at 1-877-276-9287, Option 3.

Donated Leave Recipients

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

Katie T. Lopez, GS-07, Human Resource Assistant-G1, early delivery of baby due to high risk pregnancy

Christine E. Hytrek, GS-09, Victim Advocate Coordinator, JFHQ, for the purpose of maternity leave

Lynn M. Weiland, GS-06, Secretary (OA)-AASF#1, recovery and absence from work due to broken ankle, in addition, still managing care and attending doctor's appointments for husband's cancer treatments.

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).

Forms and information are located on the HRO, Technician Branch website, under Leave, Voluntary Leave: <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Technician Travel & Training

Human Resource Development Staff

Mrs. Diane Voichoski – HRDS – x8184
Vacant- x81xx – Info Systems & HR Development Assistant

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.”

[Back to Top](#)

[Human Resources Information Systems \(HRIS\)](#)

HRIS Staff

CMSgt Mike Courtney – HRIS Manager – x8189

SrA Mayte Ruiz –Info Systems & HR Development Assistant – x8266

My Workplace and PAA

If you are a new Supervisor of Technicians and don't see a My Workplace link on the DCPDS Portal page, please contact CMSgt Courtney. I will check to ensure you are coded correctly in the system. This new responsibility takes a couple of days to appear once you are coded as a supervisor in DCPDS, so your patience is appreciated.

PAA – (Performance Appraisal Application): if you are a new supervisor of Technicians, please check to ensure you can see all of the Technician employees you supervise within My Workplace. If you don't see those you need or see other Technicians, please contact me and I will help sort it out for you.

PAA training courses have been conducted during the month of October to help all employees process thru the Appraisal application. Two DCO events and two hands on training sessions have been conducted to help Employees, Raters, and Higher Level Reviewers better understand how to successfully navigate the Appraisal portion of PAA. The training slides are located at this URL on the Army SharePoint site:

<https://states.gkoportal.ng.mil/states/NE/Directorates/J1/PAA%20%20Performance%20Appraisal%20Application/Forms/AllItems.aspx>

Please let CMSgt Courtney know if you have any PAA system questions.

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!

[Back to Top](#)

[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

Zoo Memberships

Enrollment time for zoo memberships (Lincoln and Omaha) will be here soon. The zoo enrollment period will run from February 23rd through March 11th. An email will be sent out to State employees letting them know additional details. Electronic copies of the membership form will be available in the enrollment period. If you need an electronic form or a printed copy please contact the human resources office. The forms will have information on the various memberships and the phone numbers for the zoos so you can ask questions.

Please fill out the enrollment form completely and legibly and submit to Tim Diedrichsen in State HR.

When filling in the **State Agency field**, please enter **MILITARY DEPARTMENT**.

Coverage for Adult Children / Status Changes (insurance)

A provision of the "Health Care Reform Law" allows coverage for adult children up to age 26 under a parent's policy. Dependent children cannot be excluded from coverage even if the dependent has access to his or her own employer coverage. The adult child does not have to live at home or be a student. They can be married.

State employees are able to enroll their dependents in the medical, dental and vision plans during open enrollment periods and for qualified status changes.

You can go to the Benefits website to review information on the State's insurance plans by clicking on the Resources link at the bottom of the LINK website (www.link.nebraska.gov)

Please review the Resources link throughout the year to look for information on the State's insurance coverage and other related topics.

Status Changes During Plan Year - Terminating Coverage

Please be sure to read all of this section carefully. There are important rules and deadlines that determine when coverage will end or premiums will change if you have a status change that allows you to drop a dependent from your coverage or drop all coverage.

If you have a dependent child on the State's medical, dental or vision coverage that is nearing age 26, please notify Human Resources so they can be removed from these coverages before the end of the month in which they turn 26. Check out the Resources link at the bottom of the LINK website (www.link.nebraska.gov) to review options for continuing coverage, if needed.

It's important that you carefully select your options during Open Enrollment. The choices you make during an Open Enrollment remain in effect until the end of the plan year. You can make limited changes at other times during the year only as a result of a qualifying event as defined by the IRS.

These qualifying events include:

- A marriage, divorce or legal separation
- The birth or adoption of a child
- The death of a spouse or dependent child
- A dependent losing eligibility due to age or is newly eligible for insurance elsewhere
- A change in employment status for you or your spouse if it affects your benefit eligibility
- A change corresponding with a spouse's open enrollment period at his or her place of employment

Any change in coverage must be made within **30 days** of the change in status or you will not be able to change your coverage until the next Open Enrollment period or until you have another qualifying status change. Documentation of the status change must be attached in the electronic insurance change process before the change will be approved.

If you or a covered dependent experience a qualified status change that allows you to terminate your insurance coverage, you have **30 days** to complete the process in the Employee Work Center (EWC), including attaching the proper documentation. **Coverage will terminate the first of the month following the request; no refunds or retro terminations will be allowed.** Please contact Tim Diedrichsen in HR, before you go into the EWC, if you need assistance attaching a copy of proper documentation. Documentation must be attached before you leave the final screen in the change process.

As an example of the dates you need to be aware of when trying to change insurance coverage -- If you have a status change such as your spouse gaining new employment and your spouse is newly eligible for benefits starting (effective) March 15, 2014, **you need to have the insurance change process completed** by the last day of March in order to have the premiums stopped at the end of March. If the process is completed in April (on or before April 13 – the end of the 30 days) then the premiums would stop at the end of April. Remember that for most status changes **you will need some type of documentation.**

The insurance change process can also be started before the status change event date.

If you have questions contact Tim Diedrichsen at 402-309-8180 as soon as you know about a possible status change event.

[Back to Top](#)

[AGR Personnel](#)

Army and Air:

The AGR Office Staff:

MAJ Ed Davis, AGR Manager (402) 309-8175

CW3 Jeff Thomas, Human Resources Assistant, (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

UnitedHealthcare: Effective 1 April 2013, health coverage switched from Triwest to UnitedHealthcare. To see a list of available PCM's, go to <https://www.uhcmilitarywest.com/>. To qualify for Tricare benefits, service members must ensure DEERS is up to date (dependents and active duty tours). Maintaining current CAC keeps DEERS enrollment and ensures medical and dental benefits are not interrupted. POC is SSG Garrett, (402) 309-1872.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SSG Garrett, (402) 309-1872.

TriCare Dental Program: MetLife's contract to administer the TDP began 1 May 2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is SSG Travis Garrett and can be reached at 402-309-1872 or travis.s.garrett.mil@mail.mil for further questions and information.

Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2015, reference the FY 2013 National Defense Authorization Act.

Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

Extending Benefits to Same-Sex Spouses: On 13 August 2013, Secretary of Defense Chuck Hagel made the announcement of extending benefits to same-sex spouses of military members. Entitlements such as TRICARE enrollment, basic allowance for housing (BAH) and family separation allowance are retroactive to the date of the Supreme Court's decision. Any claims to entitlements before that date will not be granted. For those members married after June 26, 2013, entitlements begin at the date of marriage. Commanders may grant non-chargeable leave to Service members who are in same-sex relationships and are assigned to duty stations located more than 100 miles from a U.S. state that allows same-sex couples to marry, for travel to a state or jurisdiction that allows same-sex couples to be married. Eligible Service members assigned CONUS may be granted non-chargeable leave for a period of up to 7 days; eligible Service members assigned OCONUS may be granted non-chargeable leave for a period of up to 10 days. Marriage leave may be granted only once during the career of a Service member. For additional information, please see the Nebraska's HRO page on GKO.

Army:

Leave Tracking System – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

Reassignments: - AGR's need to complete DA 5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

DTS – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

Pay and Entitlement Documents – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection, confinement and sick-in-hospital for more than one day), DA Form 4836 Extensions.

FTNGD-OS/Mob Augmentee – All Soldiers coming on FTNGD-OS tours greater than 30 days need to in-process with SSG Engelman. Call to set up an appointment. Females need to have a pregnancy test completed with Med Det no sooner than 15 days prior to the start date of orders.

Meal collection while at AT or Schools – If you are attending a School or Annual Training where government meals are available, you need to complete a DA 4187 and spreadsheet showing the dates government meals were available for BAS collection. Both documents need to be sent to HRO and we will send to finance for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Schneider.

BAH for Deployed Soldiers: Effective 3 April 2013, when an AGR is mobilized for active duty other than AGR duty without a break in service, the member's BAH/OHA is based on the PDS and rate protected. The change requires Basic Allowance for Housing (BAH) to remain at the Permanent Duty Station (PDS) rate when a Soldier transitions from Active Guard Reserve (AGR) to active duty, without a break in service. AGR Soldiers mobilized prior to 3 April 2013 and receiving BAH/OHA based on primary residence will continue to receive this rate until they transition back to AGR duty.

[Back to Top](#)

[Equal Employment Office/Diversity/Organizational Development](#)

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

NSTR
