



HRO-13-01
15 January 2013

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager Classification/Manpower

MAJ Edwin Davis x8414

SMSgt Deb Burling x8187

OC Jessica Pan x8182

Recruitment, Staffing & Pay Benefits & Services

Ms. Denise Anderson x8177

Ms. Deb Tankesley x8173

MSgt Jody Kouma x8190 (out of office 1 Oct 12 – 1 Jun 13)

SSG Christine Braun x8179

Training / Career Development

Ms. Diane Voichoski x8184

SSG Tonya Wagner x8185

Information Site (HRO website): <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Federal Length of Service Awards (Jan):

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.

10 Years: Craig Niemeyer (ARNG)

15 Years: Robert Davis (ARNG)

Federal Employee Retirements: None

FEGLI (Life Ins) - Payment to Minors:

Single with minor children? A minor is a child under age 18. If the State where the child lives sets a lower age for reaching adulthood, that lower age applies. OFEGLI cannot pay benefits to a minor.

What Will OFEGLI Do?

If the beneficiary is a minor - whether by designation or under the order of precedence - OFEGLI will pay a court-appointed guardian, if there is one. Parents - biological or adoptive - are not automatic guardians. A court must appoint a guardian and grant to the guardian the authority to collect money on behalf of the child. The guardian then can submit a claim to OFEGLI with proof of the guardianship, and benefits will be paid to the guardian on behalf of the minor. If there is no court-appointed guardian, and the proceeds are \$10,000 or more, OFEGLI will hold the money in an interest-bearing account until the minor reaches legal age. At that time, the child can apply for the proceeds on his/her own behalf.

Designation of beneficiary? Complete and submit the original to HRO-Tech Svcs, JFHQ an SF-2823 form. These can be located at www.abc.army.mil or <http://www.opm.gov/forms/html/SF.asp>

OASDI - Changes in Deduction

In Jan 2011, Social Security made a change called the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010. Congress and President Barack Obama reduced the share paid by workers for 2011 and 2012. It provided a temporary decrease from 6.2% to 4.2%.

Effective 2013 the temporary decrease expired. This is the reason OASDI (Old Age Survivor Disability Insurance - Social Security) has increased on LES's back to the 6.2% deduction.

MyPay – Taxes & Address:

What is OASDI on my LES? The acronym OASDI reflected on your Leave and Earnings Statement (LES) means Social Security and stands for old age, survivors, and disability insurance. Understanding your LES at <http://www.dfas.mil/>

Has your address changed? It is important for an employee to submit an address change through MyPay to ensure documents such as W-2's, TSP statements, and proof of military deposits reach you in a timely manner.

Changing an address as dual status employees there are three (3) areas:

1. Civilian Pay account select "Correspondence Address"
2. Military Pay account select "Correspondence Address"
3. Military Pay account select "Thrift Savings Plan (TSP)" scroll down and check address here also.

Federal Leave Options:

Annual Leave: Annual leave is accrued each pay period based on a Leave Service Computation Date (SCD). This date includes all federal service and can be found in block #31 of your SF-50. Federal service includes Title 10 military service performed prior to entering federal employment, temporary federal employment and federal service performed prior to the latest appointment date. When computing the Leave SCD it does not matter if a deposit has been made for military service, prior civilian service or refunded civilian service. Deposits make a difference when computing the Retirement SCD. Based on the Leave SCD those full-time employees with less than 3 years of service earn 4 hours of annual leave each biweekly pay period, those with 3 years but less than 15 earn 6 hours and those with 15 or more years of service earn 8 hours. The change in accrual rate is effective the beginning of the pay period after the time requirement has been met.

Advanced annual: It is within a supervisor's discretion to grant an employee's request for advanced annual leave prior to earning it. A supervisor may advance only what the employee would accrue during the current leave year. If approved the supervisor should coordinate with Tech Pay.

Advance sick leave: Sick leave may be advanced, with the approval of the ANG Air Commander or ARNG Chief of Staff. A request for advanced sick leave will contain: (1) Reason for advance (2) Medical doctor's statement of verification (3) Supervisor's acknowledgement of expected continued employment and (4) number of hours requested. The maximum allowed to be advanced is 240hrs (30 days). When recommended by a physician, the supervisor should make reasonable effort to provide liberal use of light duty for periods of less than 30 calendar days to help reduce the use of accumulated sick leave. Once approved distribute the original to Tech Pay with copies to HRO-Tech Svcs and the employee.

Sick leave: For the various programs available like family friendly, voluntary leave transfer, and the Family Medical Leave Act (FMLA) visit the website of HRO, Tech Branch, topic Leave or a useful site is <http://www.opm.gov/oca/leave/index.asp>. 104 hours of sick leave may be used during the year for family illnesses/injury purposes. Sick Leave for Family Care and Bereavement: Under certain circumstances you have the right to take sick leave or unpaid leave from work when you or someone in your family needs medical care. What are your rights?

a. An employee may use sick leave when he or she provides care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, childbirth; or medical, dental, or optical examination or treatment; or makes arrangements necessitated by the death of a family member or attends the funeral of a family member.

(1) Family Care: May use sick leave to care for or otherwise attend to a family member having an illness, injury, or other condition which, if an employee had such a condition, would justify the use of sick leave by the employee.

(2) Bereavement: May use sick leave to make arrangements necessitated by the death of a family member or attend the funeral of a family member. The intent is to permit employees to make arrangements for and attend a funeral or memorial service; travel, pre and after-funeral/burial gatherings or ceremonies, memorial services and reading of the will.

b. Administration: A full-time employee may use 104 hours of sick leave each year for these purposes. Coded on time cards as "LS" with extra "D*" code in column.

c. Sick Leave to Care for a Family Member with a Serious Health Condition : An employee may use sick leave to care for a family member with a serious health condition, up to a total of 480 hours (12 weeks) each leave year, if he or she maintains a balance of at least 80 hours sick leave in his/her account. If an employee previously has used any portion of the 104 hours of sick leave for general family care or bereavement purposes in a leave year, that amount must be subtracted from the 480-hour entitlement. Contact HRO-Tech Svcs for complete information and FMLA forms.

Bone Marrow or Organ Donor: Employees can learn about organ and tissue donation by going to www.organdonor.gov/signup1.html. Leave for bone marrow, bone marrow testing and organ donation is

a separate category of leave that is in addition to annual and sick leave. An employee may use up to 7 days of paid leave (excused absence) each calendar year to serve as a bone-marrow donor and up to 30 days of paid leave (excused absence) each calendar year as an organ donor.

Court Leave: An employee is entitled to paid time off without charge to leave for service as a juror or witness. An employee is responsible for informing his or her supervisor if he or she is excused from jury or witness service for 1 day or more or for a substantial part of a day.

Jury Duty: An employee who is summoned to serve as a juror in a judicial proceeding is entitled to court leave.

Witnesses: An employee who is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party is entitled to court leave.

Official Duty: An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, not court leave.

Fees/Expenses: For service as a juror or witness, an employee must reimburse or forward the check they receive for the fees paid to Tech Pay if they use Court Leave (Code – LC). However, monies paid to jurors or witnesses which are in the nature of "expenses" (e.g., transportation) are not reimbursed to the agency.

TSP 2013:

The 2013 IRS elective deferral limit is \$17,500.

This means eligible employees may make up to \$17,500 of regular TSP contributions for the 2013 calendar year. Remember, traditional contributions are tax-deferred and Roth contributions are after-tax. You can designate your biweekly contribution amount to any dollar or percentage amount

TSP Catch-up:

If you are at least age 50 (or will become age 50 during the calendar year) and if you are making the maximum contribution into the TSP during the calendar year (i.e., \$17,500 for 2013) you can make catch-up contributions to your TSP account (as much as \$5,500 per year). Remember, Catch-up contributions must be elected each year.

Please visit the website at www.tsp.gov for updated information on your benefits.

To change or elect visit www.abc.army.mil. The home page under TSP has a chart if you want to contribute the limit, take the guess out and schedule the \$\$ amount.

Annual Weingarten Rights Notice:

The Labor Relation Statute at 5 USC section 7114(a)(3) requires each agency to "annually inform its employees of their rights under paragraph (2)(B) of the above subsection." Each year, management must notify bargaining unit members of their statutory "Weingarten" right.

Title 5 United States Code (USC) section 7114(a)(2)(B), Representation Rights and Duties, provides an exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if:

1. The employee reasonably believes that the examination may result in disciplinary action against the employee; and
2. The employee requests representation.

Upon a valid request for union representation from a bargaining unit employee, management has three options:

1. Grant the request and notify the union that a meeting to examine a bargaining unit employee is going to take place and that the employee has requested union representation;
2. Stop questioning the employee and continue the investigation without interviewing that employee;
or
3. Offer the employee a clear choice to either continue the interview without representation, or have no interview.

"Weingarten" right applies only to bargaining unit employees.

Technician Incentive Awards:

As of 13 Jan 2013, the following Nebraska Military Department Technicians were recognized for their dedication and efforts in accomplishing the mission of their respective units by receiving Sustained Superior Performance (SSP) Awards or Quality Step Increases (QSI).

SSP (ANG):

Timothy Baruth
Aaron Couture
Randal Eickmeier
Christopher Higgins
Kasey Korth
Michelle LaFramboise
Ryan Sandell
Clint Snider
Richard Walters

Jeffrey Bellamy
Jeffrey Dreith
Bradley Freeman
Christian Knapp
Tyler Kronhofman
Gregory Malina
Thomas Sears
Cindy Triplett
Bryan Wright

Scott Clayton
Jay Dyer
Sandi Harvey
Eugene Koelzer
Michael Kucera
Thomas Reimers
Breck Shilling
Paul Vasa

SSP (ARNG):

Douglas Benes
David Dettwiller

Edwin Davis
Ashley Mitchell

Michael Dennis

QSI (ARNG):

Curtis Iliff

Technician Education and Training

It's not too early to be gathering your information for FY 13 Travel and Training request. Have you thought about what training you or your people need for FY 13? We will be asking for it soon. You can also input your request into DTS already and have them ready to go for when you travel.

Helpful things to remember:

Please upload your LOI and MOI to the Substantiating Records in your authorizations. Trip Description is also required when completing your authorizations.

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Human Resources Information Systems (HRIS)

HRIS Staff

SMSgt Mike Courtney – HRIS Manager – x8189

New Army Email addresses

The Army Guard has migrated to the DOD Enterprise Email System, please remember to go into the DCPDS Self Service applications (My Biz or My Workplace) and change your email address. **This is very important as this email address in Self Service is used for PAA and eOPF.**

****New DCPDS Self Service User Guide****

A new My Biz/My Workplace Self Service User Guide has been posted to the following URL:

<http://ne.ng.mil/ArmyGuard/Pages/MyBiz.aspx>

Please take the time to review this new updated guide for instructions to access and update your information in My Biz and to access your employees' information in My Workplace.

Performance Appraisal Application (PAA)

It is now time to complete your Technician Appraisals, so you need to be getting into My Biz or My Workplace to complete a Self Assessment and the Appraisal. If you having any problems with PAA, please contact SMSgt Courtney via email or call 8189.

Many of you have now logged into either My Biz or My Workplace, and are working in the PAA part. One reminder to all of us, in order for PAA to work properly, every Technician **must have their work email address entered in their account so the notification process will work as designed.** If you are not receiving an email informing you that an action requires your attention or something is being completed with your PAA Plan or Appraisal, then you need to verify that your email address is entered into your account.

In order to do that, log into the DCPDS Portal @ <https://compo.dcpds.cpms.osd.mil/>

Open the My Biz or My Workplace application and look for "Update my Information" link. The block to enter your work email address is right on that screen. Be sure to save your update. I would then go back in and ensure the update was applied to your account by navigating back to that update screen and verifying your email address is there.

As you complete your appraisals, be sure to print a copy and send it to HRO/Benefits and Services section for filing. Whether you are a Technician supervisor or Technician employee, you can view/print any completed Performance plan or Appraisal within PAA at the bottom of the main PAA screen.

Information regarding the PAA in DCPDS along with instructions on how to navigate the Appraisal application is located at this URL under the Performance Management Section.
<http://www.neguard.com/HRO/Technician%20Branch/index.html>

Please be sure to check with HRO if you have any questions regarding PAA.

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State Personnel

HRO-SP Staff

HR Manager	Ms. Kari Foote	x8172
HR Assistant/Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant/Payroll	Ms. Jessie Bockelman	x8178

Leave Balancing

Employees should see leave balance adjustments, if any were necessary, in the second paycheck date in 2013. The check date will be 1/23/2013. Employees may see these adjustments go through in their leave usage if there is not a separate adjustment line. Pay will not be affected as hours related to adjustments will have no dollar value assigned to them.

W-4 Forms

Do you need to change your exemptions so that more or less taxes are withheld from your check? You'll need to complete a W-4 form (with signature and date) and return it to the State Human Resources office (2nd floor of the Joint Forces Headquarter building).

You can get a W-4 form from the IRS website at <http://www.irs.gov> or contact HR personnel. Employees should be able to look at W-4 information on the LINK website (link.ne.gov) in the lower left-hand corner. You will be asked to log in to the Payroll and Financial Center (PFC) (formally NIS). Or if you're already in PFC you can just go to the 'Review W-4' menu selection under Self Service. The marital status here (in PFC) is what the payroll system uses to calculate taxes. This may be different that what employees have in the Employee Work Center (EWC). Please note carefully the actual marital status and the tax marital status on the 'Review W-4' screen, in PFC.

Employees can change their marital status in Employee Work Center. This does not automatically change the marital status that is used in PFC. **Employees that have a marital status change, and make the change in EWC, should submit a W-4 form to the State Human Resources office** so the marital status is updated or, at the very least, a new W-4 can be put in the employee's file. The tax marital status in PFC will be updated by HR if necessary.

If an employee got married during the year and wanted to show they got married on the W-4, but not change how they were withholding taxes, they could check the box on the W-4 labeled "Married, but withhold at higher single rate".

Worker Compensation

Worker's Compensation applies to the State of Nebraska, and to every governmental agency created by the State. Therefore, Worker's Compensation applies to State employees of the Nebraska Military Department.

An injured State employee of the Nebraska Military Department may obtain Worker's Compensation benefits if:

- a. the injury was caused by an accident that arose in the course of employment;
- b. the employee was not willfully negligent at the time of the injury;
- c. the employment was in the usual course of the business of the employer; &
- d. the injury occurred in Nebraska.

Notification: A State employee is responsible for reporting any job-related injury to a proper agency authority (supervisor or manager) as soon as possible. **The supervisor or manager is responsible for completing a First Report of Alleged Occupational Injury or Illness form** and submitting it immediately to the Human Resources Office for State Personnel (HRO-SP). Worker Compensation Court Rules impose stringent guidelines for timely reporting of job related injury. The injured employee is not responsible for completing this report. **An employee will need to complete** Form EN and a Doctor Choice form. If a supervisor does not have forms available, HRO-SP should be contacted as soon as possible so forms may be sent out.

Benefits: Worker Compensation benefits available to State employees are administered by a consulting firm, FARA. Benefits available are:

a. Medical Benefits: The Military Department is liable for reasonable medical and hospital services, appliances, prescribed drugs, prosthetic devices, and other supplies necessary as the result of a work-related injury. The injured employee has the right to choose the doctor to treat a work-related injury. The employee may be required by the agency to submit to a medical examination by a doctor of the agency's choice at the agency's expense.

b. Indemnity (wage loss) Benefits: Benefits are paid at the same interval (monthly, biweekly) as wages were paid at the time of the injury. Compensation benefits begin on the eighth calendar day of disability due to injury. (Injury leave may be granted for up to five normal work shifts after a State employee is disabled due to a work related injury) The days of disability need not be consecutive. Time lost from work for less than a day to seek medical care, including physical therapy, is compensated as temporary disability. Specific benefits are available for temporary total disability, permanent total disability, temporary partial disability, permanent partial loss of a member; or permanent partial disability to the body as a whole.

Benefits for work time missed, documented by doctor or provider notes, are paid by FARA to the employee at a rate of **up to 66 2/3%** of the time missed after the initial seven days of disability due to an injury. Employees need to have doctor's notes for documentation of office visits, time the employee is directed to be away from work and for surgeries or other medical procedures.

For more information on Worker Compensation: call Tim Diedrichsen (402) 309-8180.

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AGR Personnel

Army and Air:

The AGR Office Staff:

LTC Craig Strong, AGR Manager (402) 309-8175

SFC Jacob Widhalm, Human Resources Assistant, (402) 309-8186

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

SFC Roger Ramos, Personnel Sergeant, (402) 309-8183

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

SSG Amber Engelman, 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

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 DA5960'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.

TRICARE Dental Program – MetLife has begun administering the TRICARE Dental Program effective 1 May 2012. Claims should still be processed through United Concordia. Service Members and family members should have received information from MetLife outlining the change. The transition to MetLife only affects traditional Service Members and their family members and the AGR family members enrolled in the TRICARE Dental Program. AGRs enrolled in the Active Duty Dental Program (ADDP) will not be affected, United Concordia will continue to administer the ADDP.

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.

Mob Augmentee – Mob Augmentees who are continuing on orders in FY 12 need to submit the following documents to the AGR Branch: 350-11, MEDPROS printout, completed DA Form 1058-R, APFT and Height/Weight within 6 months, updated DA Form 5960. Females must have a pregnancy test within 15 days of the start of a tour renewal. Mob Augmentees can register themselves in the AGR leave tracking system. This is the preferred method for the AGR Branch to track leave. The DA Form 31 is still required to be printed and forwarded to Mil Pay.

Meal collection via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay 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 Ramos.

Air:

TRIWEST Online Referral / Authorization Submission: All registered providers on the secure provider portal at www.triwest.com now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the “Register Now” section on the www.triwest.com/provider to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

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 SFC Whisenhunt, (402) 309-1572.

TriCare Dental Program: MetLife's contract to administer the TDP began 01May2012. 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 2LT Nicholas Curto and can be reached at 402-309-1738 or Nicholas.curto@us.army.mil for further questions and information.

AGR Dental Updates in DDS Web: Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager

NGB/SGPR Office of the Air Surgeon 3500 Fetchet Ave Andrews AFB, MD. 20762
DSN: 278-8567, COMM: 301 836-8567, cynthia.adams@ang.af.mil

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 2013. Visit the following web site for more information: <https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf>

AGR's must be back down to 60 days by 30 September 2014 – anything over 60 days will be lost. See link for additional information: <https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/Leave%20Carryover%20Guidance.pdf>

Paternity Leave: The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

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.

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

(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)

Diversity Strategic Plan – Part 1

In order to keep Military Department employees and members up to date on our diversity program, our 2013 Diversity Strategic Plan will be printed in several parts over the next few months. To get a complete copy of the plan, please contact Ms. Rosenthal.

The intent of this strategic plan is to substantiate, validate and support efforts that focus on the development of a diverse workforce in the Nebraska Military Department. The keys to success are: **SERVICE * INCLUSION * STRENGTH**. (Signed by MG Judd H. Lyons.)

FOREWORD

Diversity remains a key priority for the Nebraska National Guard as it impacts mission readiness. The key to success is to maintain individual diversity within the framework of our military and state values and ethos. Our organization belongs to the citizens of Nebraska and must reflect our heritage and diversity. Due to globalization, immigration and demographic changes, Nebraska looks different today than it did 30 years ago and will look different 30 years from today. We must be agile and flexible in our organizational philosophy to embrace this change and grow with it.

INTRODUCTION

This plan describes how Nebraska will manage its diversity initiatives. It contains three (3) distinct sections that support our leadership's position on diversity and will assist leaders in sustaining diversity at the operational and tactical level within their local communities. This plan defines diversity and its relationship to equal opportunity (EO) and equal employment opportunity (EEO). It clearly states The

Adjutant General's vision, mission and purpose as it relates to diversity in the Nebraska Military Department.

The focus areas articulated in this plan are:

- 1) Community outreach and partnerships;
- 2) Recruitment and retention; and
- 3) Education and training.

By focusing on these three areas, leaders, managers and members of the Nebraska Military Department can leverage their efforts to support diversity at all levels of the organization. The Special Emphasis Program (SEP) Group, with guidance from the Equal Opportunity and Diversity Council (hereinafter referred to as EO & Diversity Council), is chartered to review policies pertaining to community outreach and partnerships to ensure their alignment with Nebraska's diversity initiatives. The SEP Group is also to examine career management and mentoring activities to ensure they are grounded in robust and inclusive recruitment, retention, and professional education practices.

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