



HRO-13-07
15 July 2013

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Edwin Davis	x8171
Classification/Manpower	SMSgt Deb Burling	x8187
	OC Jessica Pan	x8182
	Ms. Denise Anderson	x8177
Recruitment, Staffing & Pay Benefits & Services	Ms. Deb Tankesley	x8173
	MSgt Jody Kouma	x8190
	SSG Christine Braun	x8179
	SPC Amanda Almanza	x8197
	Ms. Diane Voichoski	x8184
Technician Training /Travel	SGT Michelle Berry	x8185

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

Federal Length of Service Awards (JUL):

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: Danielle Nuss (ANG)
15 Years: Kasey Korth (ANG)
 Clint Snider (ANG)

Federal Employee Retirements: None

FERS & CSRS Retirement Briefings:

The Army Benefits Center-Civilian (ABC-C) will be conducting CSRS/FERS pre-retirement briefing sessions for Air and Army Technicians. (Same as the DCO brief conducted by ABC-C in Apr 2013).

Two sessions are being conducted to accommodate the many varying work schedules and time zones. Target Audience: Employees within 5 years of eligibility for retirement.

When: July 23, 2013.

Time: CSRS Session 0800-1200hrs CT
 FERS Session 1300-1700 CT.

When: July 24, 2013.

Time: FERS Session 0800-1200hrs CT
 CSRS Session 1300-1700 CT.

If possible, a centrally located computer should be used for a group. The URL for the DCOs and presentation slides will be disseminated upon receipt by the HRO the week prior to the presentation dates.

Military Deposits!:

Military service deposits must now be paid in full and posted at DFAS prior to the date of separation. Processing time for Military Service Deposits is approximately 120-180 days for the lump sum payment to be posted at DFAS.

Air Guard - AKO Accounts for EBIS:

ANG Technicians have been unable to log into EBIS at www.abc.army.mil. Instructions were forwarded to Supervisors/Manager. ABC-C is for enrollment/changes to FEHB (Health), FEGLI (Life) or TSP Elections.

AKO accounts for Air Guard Technicians no longer require a sponsor. In order to access EBIS they will FIRST have to register with AKO which allows them sign on authority in EBIS.

If experience a problem with CAC AKO registrations contact the AKO helpdesk at 1-866-335-2769 option 2 and let the helpdesk counselor know you are an Air National Guard Technician who needs to register in AKO. If the AKO helpdesk advises they still need a sponsor, ask them to search the EDD database using their SSN. The help desk should see that they in fact they DO NOT need a sponsor to create an account.

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. The employee should provide the supervisor with a copy of the summons as documentation.

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) do not have to be reimbursed to the agency.

Verification of Employment:

Need verification of hire date or salary for home loans, car loans or other financial purposes?

- Log into MyBiz
- Select "Employment Verification"
- Selection information to send
- Enter the loan officer or lender's e-mail address
- Verify your e-mail address is correct in "My E-mail"
- You can print a copy of the receipt document reflecting the information being submitted. Acknowledge and submit. Confirmation will be received.
- Access your e-mail to retrieve the system generated password. This password must be forwarded to the loan officer or lender to open the password protected document.

Benefit Changes:

Areas that need review upon marriage, divorce, birth of a child or other Qualifying Life Events (QLE). FEHB, FEGLI and TSP changes are accomplished on EBIS – www.abc.army.mil

1. Federal Employees Health Benefits (FEHB): Sign up or plan changes for New Hires, Open Seasons, Qualifying Life Event (QLE) or Return to Duty (RTD) from military duty over 30 days.

2. Federal Employees Group Life Insurance (FEGLI): Sign up for New Hires or changes due to QLE's.

3. Thrift Savings Program (TSP): Sign up or change allotment amount deducted from bi-weekly pay. Option changes for Traditional or Roth.

Information on EBIS or OPM - www.opm.gov/healthcare-insurance/ and TSP www.tsp.gov

Benefits Coverage for Same-Sex Spouses

Enrollees who are legally married to a same-sex spouse regardless of his or state of residency have 60 days from June 26th, 2013 to make necessary enrollment changes in the Federal Employees Health Benefits (FEHB) or Federal Employees Dental Vision Insurance Program (FEDVIP). This includes those who already have Self & Family coverage but need to add their spouse or going from Self only to Self and Family enrollment.

For specifics and effective date of coverage for enrolling the same-sex spouse to include step-children in the FEHB or FEDVIP programs, contact Technician Benefits Section ASAP.

Technician Travel & Training

Substantiating Records - ARNG:

Please upload your Letter of Instruction (LOI)/Memorandum of Instruction (MOI) to the Substantiating Records area in your DTS authorization.

PEC Course: NGRM-101. Intro to ARNG Resource Management

This course is scheduled for 23-25 July 2013 at Camp Ashland, NE. Registration POC is CSM Wilfred Uhing (402) 309-8305 (wilfred.j.uhing.mil@mail.mil).

Fiscal Law Course training certificates: This is a reminder to keep your Fiscal Law Course completion certificates. Not all Fiscal Law Course attendance is recorded in ATRRS so it is critical that you maintain your own records of training completion.

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Human Resources Information Systems (HRSIS)

HRSIS Staff

SMSgt Mike Courtney – HRSIS Manager – x8189
SGT Michelle Berry – HR Assistant – x8185

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 SMSgt Courtney or SGT Berry. We 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 us and we will help sort it out for you.

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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

Review Insurance Elections

The new plan year for insurance coverages began July 1, 2013. The check stub for July 10, 2013 will show the first deduction for all plans for the new plan year. By going to www.link.ne.gov, you should be able to review your check stub and look at your deductions in the Payroll and Financial Center (PFC). Once logged in click on State of Nebraska > Self Service > Paystub Review and Print.

You can also review your elections in the Employee Work Center (EWC) by clicking on the "All About Me" link at the top of the page after logging in. You would click on the Benefits icon and then click on Benefit Elections under the word View.

Remember that insurance elections will come out of employee's checks 24 times a year. There are usually 26 pay periods (pay dates) during the year (once approximately every 12 years or so there are 27 pay periods). Insurance deductions only come out on the first two (2) pay dates. May was a month that had three pay dates. October will be the other month this year that there are three (3) pay dates in a month. Employees should look over their check stubs to make sure all elections made in Open Enrollment are starting or continuing as expected.

Charitable Giving Campaign

The Nebraska State Employee Charitable Giving Campaign is a way that State employees in the Military Department can help those in need. This year's State campaign will run from August 5th through August 30th (2013). In the near future you should receive a pledge sheet and a brochure listing all the organizations that receive funding through the State's Charitable Giving Campaign.

This year the Military Department has set a goal to have at least 50 contributors and raise \$10,000.

If you choose, you may designate one or more specific organizations to receive your contribution or you can contribute to one of the three umbrella agencies.

Information will be communicated to employees about where pledge sheets should be submitted once completed.

If you choose payroll deductions for contributions they will be entered at a later date and will begin with the first check in the 2014 calendar year. If doing payroll deductions, the total payroll Campaign contribution for the year (2014) should be divisible by 24, since the deductions will be taken in 24 pay periods in the calendar year. You can also contribute by check or cash.

New Employee Assistance Provider (EAP) provider

Beginning July 1, 2013 the State of Nebraska has a new EAP provider – Deer Oaks EAP Services. The EAP benefit covers 5 confidential short-term counseling visits and is at no cost to employees and their families. In addition to helping employees and dependents with problems or issues they may have the EAP can provide assistance with, and tools and referrals for childcare and eldercare resources, financial and legal issues, child and parenting support services, retiree assistance, college resources/checklist, and unlimited health coaching.

Deer Oaks is available 24 hours a day, 365 days a year. You can call the EAP at 1-866-792-3616. Online tools are available at: www.deeroaks.com (login & password: son).

If you did not receive fact sheets about Deer Oaks by email toward the end of June please call HR for a copy.

CAC Expiring for State Employees

If State employees have a CAC that is nearing its expiration date they should contact Jessie Bockelman or one of the other HR staff to let them know the date the CAC will expire. HR will need a lead time of at least two (2) weeks before the expiration date in order to update a database (which flows through to DEERS) so the employee can get their new CAC before the old one expires.

Bank Account Changes

Employees can change direct deposit information in the Employee Work Center (on the LINK website (www.link.ne.gov)). See the directions for changing deposit information in the User Guides link at the bottom of the LINK website (www.link.ne.gov). When in the User Guides, click on [Direct Deposit: Add, Edit, or Delete — Employee Self-Service \(10/29/12\)](#) - it will be in the New Hire Process section (you don't have to be a new hire to use the process). **You must inform the Human Resources office of changes needed to your Expense Reimbursement accounts.** Employees cannot change the expense reimbursement account information themselves. Please contact the HR office at the time you make any changes to the accounts where your pay is deposited so we can update the expense reimbursement account, if needed. It's best to leave the old account open until you see the direct deposit go into the new account. If you need any help changing bank account information let HR know.

Retirement News / Beneficiaries

The most recent edition of "Retirement News" for State and County plan members is available on the NPERS website. Visit the Publications page on the NPERS website at npers.ne.gov (you may or may not need the "www" in front of this address) to look at **newsletters**, the **member handbook** or various reports. There is a link on the main page that you can use to look at NPERS Newsletters (under the heading NPERS News). Either way, you will then scroll down and look under State – County – DCP for the July 2013 (pdf) link. The direct link to the current newsletter is: <http://npers.ne.gov/SelfService/public/newsletter/newsletterDC2013July.pdf>

Reminder - If you need to update you beneficiaries or just want to review who the beneficiaries are for your retirement account you need to call the Nebraska Public Employees Retirement System (NPERS) office at 402-471-2053 (toll free at 1-800-245-5712). **The beneficiaries that you put in the Employee Work Center for your life insurance coverage do not update the beneficiaries that you have on file at the NPERS office.**

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AGR Personnel

Army and Air:

The AGR Office Staff:

LTC Brent Flachsbart, AGR Manager (402) 309-8174

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

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. Visit the following web site for more information: https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/ALARACT_022_2013_ANNOUNCEMENT%20OF%20EXTENSION%20OF%20THE%2075%20DAY%20LEAVE%20CARRY%20OVER%20THROUGH%2030%20SEPTEMBER%202015.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.

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.

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.

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.

ADOS/Mob Augmentee – All Soldiers coming on ADOS 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 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

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Equal Employment Office/Diversity/Organizational Development

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

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