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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.

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.

Verification of Military Experience and Training

<https://pki.dmdc.osd.mil/tgps/pages/home.xhtml>

The VMET (Verification of Military Experience and Training), DD-2586 document is an overview of a Service member's military experience and training as reported by their Service.

As stated on the Department of Defense Transition Assistance Program (DoDTAP) web site: "the primary purpose of the VMET document is to help a Service member create a resume and complete job applications --- it is not meant to display all of the data found in a Service member's official military records. The VMET document is not intended to be a stand-alone document, but should be supplemented with information on a Service member's DD Form 214, performance and evaluation reports, training certificates and DA Form 1059s, military and civilian transcripts, diplomas, and other certifications. Please use the DD214 for rank verification and time in grade."

HRO highly encourages applicants to go to the VMET web site, download their information and attach it when applying for federal positions with the Nebraska National Guard.

Normally the only required document needed when you apply for an announcement is a resume or application. The VMET document would be considered an optional support document and can be used to assist HRO in qualifying individuals for full or temporary positions.

If you have any questions, please call Ms. Denise Anderson at 402-309-8177 or 2LT Jessica Pan at 402-309-8182.

Accuracy of the Questionnaire when applying for Nebraska National Guard Federal Technician Positions.

Individuals that apply for technician positions through USAJobs, are required to complete the questionnaire and attach their resume or application.

Individuals may not be aware that depending on how they answer the first four questions and last question, could make them ineligible for the position.

HRO has the ability to strike applicants out from being reviewed for qualification purposes. The areas are: area of consideration, military rank, general experience, specialized experience and verifying answers.

For example, if an applicant states, "I am unwilling to become a member of the Nebraska Army National Guard." They are considered ineligible for the position for which they applied. HRO will not change applicant answers once the announcement closes. If applicants believe there is an error in the questionnaire after the announcement closes, they will need to go through the USAJobs helpdesk. Also, HRO will review the answers to the announcement questionnaire to validate whether or not the applicant's answers are true and accurate.

For example, if an applicant states, "Yes, I am currently an enlisted member between the military grades of E1-E6," and the person is an E7, HRO will override their answer and make them ineligible for the position they are applying for due to not being within military rank.

Recently, multiple applicants have stated they are Area 1: Current permanent and indefinite bargaining unit technicians of the Nebraska Army or Air National Guard when they are actually Area 2: All Drill Status/M-Day members and temporary technicians of the Nebraska Army National Guard or Area 3 Current military service members who are willing and eligible to become members of the Nebraska Army National Guard. If individuals do not answer the question accurately as it relates to their status, they will be considered ineligible for the position.

Applicants must read and answer the questionnaire closely. If you have questions regarding the questionnaire or the announcement, please give us a call.

Points of contact are Ms. Denise Anderson at 402-309-8177 or 2LT Jessica Pan at 402-309-8182.

What is Plagiarism?

<http://www.merriam-webster.com/dictionary/plagiarize>

Applicants must describe their accomplishments and experiences in their own words. Plagiarism is not allowed and is contradictory to Army and Air Force Values.

Merriam-Webster Online Dictionary describes "to plagiarize" as a transitive verb: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Described as an intransitive verb: to commit literary theft: present as new and original an idea or product derived from an existing source.

When a vacancy announcement closes, HRO reviews applicants' questionnaire and supporting documentation, to include the resume, for applicants who are eligible. If upon review of the resume it is found the applicant cut and pasted from the vacancy announcement general or specialized experience or the position description (PD) duties word-for-word, the individual will automatically be considered ineligible for that position due to falsifying documentation.

To avoid this situation, individuals need to explain their duties and accomplishments for each job or military position they have held in their words. Applicants can review the duties from the announcement to ensure their resume/application is accurate, but their resume should be tailored to their own experience. Individuals have unique experiences that are not part of a generalized position description, and individuals need to capture it on their resume.

The best way to avoid plagiarism or the perception of it is to use be honest and use your own words. Only adding I performed in front of the duties or experience listed in the PD or vacancy announcement is still plagiarism. HRO will assist members and advise them on changes that can be made to improve their resumes.

If you have any questions, please call Ms. Denise Anderson at 402-309-8177 or 2LT Jessica Pan at 402-309-8182.

Employment of Relatives; Restrictions (Nepotism)

References: CFR 310, §101 and 102; 5 USC, Chapter 31 (Subchapter 1), Section 3110.

To preclude the perception of preferential treatment within the organization, relatives will not be assigned to the same unit or office where they may hold a direct command or supervisory position over a relative. The definition of "Relative" is father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

If you have any questions, please call Ms. Deb Burling at 402-309-8187 or 2LT Jessica Pan at 402-309-8182.

[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 \(HRIS\)](#)

HRIS Staff

CMSgt Mike Courtney – HRIS Manager – x8189

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

My Team replacing My Workplace

MyBiz+ Release 2.2 contains the Manager and Supervisor portion, also referred to as MyTeam. MyBiz+ for Managers and Supervisors functionality allows managers and supervisors to view their employees' data in MyBiz+, update their employees' data, and execute, view and print reports, as they did within MyWorkplace. Managers and supervisors will also have the capability to view, acknowledge receipt, and close notifications of pending suspense actions. As with MyWorkplace, the Position Hierarchy must be in place in order for managers and supervisors to view/access their employees. Some of the functionality currently in MyWorkplace will not exist in MyBiz+ for Managers and Supervisors at initial implementation. However, this functionality will be restored in future patch releases, which is scheduled to take place by the end of May 2015. MyWorkplace will stay in place until the end of May 2015.

Let CMSgt Courtney know if you have any questions.

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

Health Assessments and Biometric Screenings

Don't forget !! – To qualify for the Wellness medical plan for the 2016-2017 insurance plan year, employees, and their spouses (if applicable), that are currently enrolled in any of the four State medical plans, need to complete their health assessment(s) **and** a biometric screening, **by May 31, 2015**. (**Note: On-site screenings are available through May 29th**)

Employees or spouses (if applicable) that are new participants in the Wellness health plan (insurance was effective 12/1/2014 or after) or are new hires will have some different requirements regarding the 3 steps that need to be completed. Always watch your mail for information and instructions. Don't throw away anything until you've reviewed it carefully.

Employees and spouses (if applicable) will need to log into the wellNEoptions website and review what they are required to do if they want to elect the Wellness medical plan for the next plan year (2016-2017). If you and your spouse (if applicable) have any questions about logging in to the website, checking if qualifications have been met for the current year (2015-2016) or qualifying for the next insurance plan year (2016-2017), call Health Fitness Customer Service as soon as possible at 1-866-956-4285.

Review requirements - after logging into the wellNEoptions website www.wellnessoptions.nebraska.gov

1. Click on 'Rewards' in the menu on the left side of the screen
2. Click on the 'About Rewards' button
3. Click on the 'Steps to Earn Your Rewards' tab

Note: The Military Department's biometric screening event was held the morning of April 23, 2015 at the Joint Force Headquarters Third Floor Conference Room. If you were not able to attend the screening and still need to complete the **biometric screening requirement** check the wellNEoptions website and click on 'My Health' (then the Screening link) to see if you can schedule an on-site screening appointment (available through May 29th). If you can't get to an on-site screening you may be able to complete a screening through the Alternative Means Screening process. Go to 'My Health' then click on the Screenings link and scroll down to review information.

Employee and Supervisor / Manager of the Year Nominations

1. The agency is providing the opportunity to nominate employees and supervisors for recognition. Each year we recognize one deserving state employee and one deserving state supervisor/manager with the annual Employee and Supervisor/Manager of the Year Awards. You are encouraged to nominate one person from each category.
2. Any permanent state employee or supervisor/manager is eligible to receive this recognition, with three exceptions. Employees on original or disciplinary probation, members of the selection committee, and the past year's honorees are not eligible for nomination.
3. Below are criteria which you may use when nominating a Supervisor/ Manager. These criteria are only suggested for use in your selection. However, they should be taken into consideration so that the nomination is based on solid evidence of performance.

The supervisor/manager must have documented examples of achievement in:

- (a) Effective management.
- (b) Staff development.
- (c) Professional skills.

(d) Other job related activities.

4. Below are criteria which you may use when nominating an Employee of the Year. These criteria are only suggested for use in your selection. However, they should be taken into consideration so that the nomination is based on solid evidence of performance. Include special contributions the employee is noted for, during the past year.

Some examples are:

(a) Has the employee completed a task or project of substantial importance to the agency and/or state government as a whole? If so, provide an example(s).

(b) Has the employee continually interacted with co-workers and the public in a positive manner? Cite examples.

(c) Has the employee found ways to improve job functions? Cite examples.

5. A nominee should not be chosen for Employee or Supervisor/Manager of the Year based primarily on length of service. Length of service awards are presented under a separate program. However, if length of service is coupled with specific performance actions this may be considered. Appropriate examples should be provided to document this.

6. Nominations for Employee of the Year and Supervisor/Manager of the Year are to be sent to Polly Putney in State Human Resources, 2433 NW 24th Street, Lincoln, NE 68524 (If Polly is not available, please give nominations to Bonnie or Tim). Please try to submit your nomination in writing along with a summary of why the person was selected, no later than COB 5 June 2015 (tentative date). Watch for email notices notifying employees of the exact due date or contact Polly Putney to verify the due date. **Be sure to be detailed and cite specific examples in your nomination(s).** Thank you for your participation.

Dependent Status Change – Terminating Coverage

Employees need to notify personnel in the State Human Resources Office (2433 NW 24th Street, 2nd Floor) as soon as they know of a status change event for a dependent that may need to be added or dropped from one or more of their state insurance plans. Employees will need to initiate changes in the Employee Work Center (EWC). The process to drop or add a dependent must be completed **within 30 days** after the status change event. The date of the status change event is the date when a dependent loses insurance coverage (last day of coverage) or gains insurance coverage because they are newly eligible for insurance elsewhere (first day of coverage).

If a dependent is no longer eligible (for example, dependent turns age 26), coverage officially terminates at the end of the month in which the status change event occurs, but employees still need to complete the process in EWC to drop the dependent from their coverages. This process can be started up to 30 days before the status change event. Even though employees have 30 days after the change event to drop dependents, changes should be started in EWC before the end of the month in which the status change event occurs to avoid unnecessary premiums in the following month(s).

Also, even if there won't be a change in the premium amount for the insurance, Human Resources should be notified so **COBRA** coverage can be offered. There is only a small window of time to take advantage of COBRA coverage so it is important to notify Human Resources soon after a status change, if not before.

Various factors may change what you can do in certain situations, so it's best to always to **check with the HR office to see what is required and what deadlines there are as soon as you know that a status change event is near.**

Nearing Retirement Age? – Medicare Packet Available

If you are nearing retirement and have questions about signing up for Medicare, the State Human Resources office can check and see if we can get a packet for you that will help you understand your options. Employees should try to contact the HR office 4 to 6 months ahead of their eligibility for Medicare

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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>.

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

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

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