



HRO-12-01
15 January 2012

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No report at this time.

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Paul Borzekofski	x7116
Classification/Manpower	SMSgt Deb Burling	x7125
Recruitment, Staffing & Pay	Ms. Denise Anderson	x7109
Benefits & Services	Ms. Deb Tankesley	x7118
	MSgt Jody Schmidt	x7127
	SSG Christine Braun	x7110
Training / Career Development	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

Information Site (NEGUARD HRO website): www.neguard.com/HRO/index.html

Links and information are provided for you: MyBiz/MyWorkplace, MyPay, EBIS, Union Agreement, OPM for insurance, leave, OWCP - Workers Comp, pay tables, PAA, Training, Compatibility and many other technician areas of interest.

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:	Corey S. Wacker
15 Years:	Jeffrey J. Dreith
25 Years:	David A. Hayes
	John R. Rasmussen

Federal Employee Retirements: None

Tech Branch (Benefits) New Assistant:

Welcome to the HR Technician Branch, Benefits and Services Section, SSG Christine Braun effective 3 Jan 2012. Her phone number is X 7110. She just returned from deployment with the 402nd MP unit. She will be working with new hires, LWOP, RTD and the many other areas of HR personnel.

TSP Limits and Catch-up Contributions for 2012:

The elective deferral limit for 2012 is \$17,000. The allowable "catch-up" investments for those 50 or older for 2012 is \$5,500. Changes are completed on EBIS at www.abc.army.mil and effective the beginning of the next pay period. For more information review the site www.tsp.gov and check out "Whats New" under "Plan Information: and "Current Information".

Visit the site to find out how to get your Account Number, User ID or Password and how to combine your civilian and military passwords: <https://www.tsp.gov/planparticipation/managing/accountSecurity.shtml>

TSP Roth IRA Implementation

The Roth TSP feature is scheduled to occur sometime in the second quarter of 2012. This benefit allows federal employees to elect to designate all or a portion of contributions elected through payroll to be contributed as post-tax Roth or pre-tax deferred.

1. Roth contribution accrue earnings which may be paid as tax-free when withdrawn
2. Tax-deferred contributions continue to accrue tax-deferred earnings.

Employees will make Roth and traditional contribution elections through the EBIS system. The Roth contribution election is a separate election. Briefings and more info to come later this year. www.tsp.gov

Military Deposits:

If you have paid in full a military deposit for retirement credit under FERS or CSRS notify the HRO-Tech Svcs (Deb Tankesley or MSgt Jody Schmidt). Check your LES in Block #20, Military Deposit, for the amount "Owed" matches the amount "Paid". To receive and document proof in your Official Personnel Records (OPF) the HRO is required to submit a request to DFAS for a paid in full memorandum to be mailed to you.

Use of Time-Off Awards:

The use of Time-Off Awards while performing military duty is not authorized. Previous NGB memorandum dated 2 Dec 2011 was forwarded to supervisors/managers.

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.

PEC Centrally-Funded Courses:

Follow the link for the list of FY 2012 PEC Centrally-funded courses:

<http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/AGR%20Training/Forms/AllItems.aspx?RootFolder=%2fDirectorates%2fJ1%2fAGR%20Branch%2fAGR%20Training%2fProfessional%20Education%20Center%20%28PEC%29&FolderCTID=&View=%7b9E314A03%2d267A%2d4E3F%2d98D0%2d2CC0A6FD2B0E%7d>

Click "FY 12 PEC funded mandatory courses."

POC is Diane Voichoski at X7126.

Implementation of USA Staffing for Technician Job Announcements

As of 1 December 2011, USA Staffing is being used to announce Technician job announcements. You may go to <http://usajobs.gov/> to view those announcements.

We will still post announcements to <http://www.neguard.com/HRO/jobannouncements.asp> but individuals will need to go to the USAjobs web site to apply for those they are interested in.

For more information on creating an account go to <https://my.usajobs.gov/Content/pdfs/Tutorials-Resume.pdf>

For more information regarding changes go to:
<http://www.neguard.com/hro/Technician%20Branch/index.html>

Point of contact is Ms. Denise Anderson at 402-309-7109.

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Human Resources Information Systems (HRSIS)

HRSIS Staff

SMSgt Mike Courtney – HRSIS Manager - x7122

Current Self Service log in statistics:

As of 15 Jan 2012 – a total of 80% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly.

If you have not logged in, do so today @ <https://compo.dcpds.cpms.osd.mil/>

Performance Appraisal Application (PAA)

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 this new 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	x7130
HR Assistant/Benefits	Mr. Tim Diedrichsen	x7131
HR Assistant/Payroll	Ms. Jessie Bockelman	x7132

Leave Balancing

Employees should see leave balance adjustments, if any were necessary, in the second paycheck date in 2012. The check date will be 1/25/2012. 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.

Withholding changes - Form W-4

A form W-4 must be completed and submitted to the Human Resources office to make changes your exemptions, additional withholding or marital status for taxes. This allows you to increase or decrease the Federal and State Taxes withheld from your check.

If you need to start or change a State additional withholding amount **in addition to a change in Federal exemptions, marital status or additional withholding**, you can write the instructions at the bottom of the W-4 form. If you are only making a change related to State additional withholding you can send a written note (including an email) to the Human Resource office.

If you are not sure what your current exemptions number, marital status or additional withholding amount is you can view it in EnterpriseOne. When you are on the Sign On page you can click on the W4 Review icon toward the top of the page. Once you enter your user ID and password and click "Sign In" you'll be able to review your information. If you are in EnterpriseOne already, in the menu you should be able to click on State of Nebraska, then Self Service, and get to the Review W-4 selection. If you are not able to review your W-4 information in EnterpriseOne you can call Tim or Jessie and they will give you the current information.

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.

For more information on Worker Compensation: call Tim Diedrichsen (402) 309-7131

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[AGR Personnel](#)

Army and Air:

The AGR Office Staff:

LTC Shelly Herrod, AGR Manager (402)309-7117

SFC Daniel Mitchell, Human Resources Assistant, (402)309-7115

- Army Staffing- vacancy announcements, SF 52
- Army Travel- AGR travel, DTS
- Mob Aug/FTE Orders and Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals
- Air Vacancy Announcements, SF 52
- Air staffing and AROWS Orders

, Personnel Sergeant, (402)309-7073

- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments
- ADOS In-Processing
- Air AGR Appointments and Reassignments

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 Retired Reserve – For the first time, members of the Retired Reserve who are not yet age 60, the so-called "gray area" retirees, can purchase TRICARE health coverage for themselves and their eligible family members with the Sept. 1, 2010 launch of TRICARE Retired Reserve (TRR). Retired

Reservists may qualify to purchase TRR coverage if they are under the age of 60 and are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program. They must also be members of the Retired Reserve of a Reserve component and qualified for non-regular retirement. For instructions on how to qualify for and purchase TRR go to www.tricare.mil/trr.

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, TSP forms, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection and 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 Effle, (402) 309-1572.

TriCare Dental Program: MetLife's contract to administer the TDP begins 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.

SMs and family members should begin to receive information from MetLife in the near future, but I can't give you more because I don't even have a contact with MetLife at this time.

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: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.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](#)

No report at this time.

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