



HRO-13-11
15 November 2013

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Edwin Davis	x8414
Classification/Manpower	SMSgt Deb Burling	x8187
	2LT Jessica Pan	x8182
Recruitment, Staffing & Pay	Ms. Denise Anderson	x8177
Benefits & Services	Ms. Deb Tankesley	x8173
	MSgt Jody Kouma	x8190
	SPC Amanda Almanza	x8197
Technician Training /Travel	Ms. Diane Voichoski	x8184
	Vacant	x8185

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

Federal Length of Service Awards (Nov):

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:	Candice M. Carr (ARNG)
	Kenneth G. Brown (ANG)
	Timothy D. Alberry (ARNG)
	Bradley W. Adams (ARNG)
25 Years:	Douglas A. Benes (ARNG)
30 Years:	Teresa A. Domeier (ARNG)

Federal Employee Retirements:

Deborah Tankesley (ARNG)-30 Nov
Michael Akin (ANG) – 3 Dec
Eugene Koelzer (ANG) – 26 Dec
Michael Reeder (ANG) – 31 Dec
Warren Goodbrod (ANG) - 31 Dec

Federal Holidays (2013 & 2014):

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

2013

11 Nov 13 – Veterans Day	28 Nov 13 – Thanksgiving Day
25 Dec 13 – Christmas	1 Jan 14 -- New Years Day

2014

20 Jan - Martin Luther King, Jr. Birthday	17 Feb – Washington's Birthday
26 May – Memorial Day	4 Jul – Independence Day
1 Sep – Labor Day	13 Oct – Columbus Day
11 Nov – Veterans Day	27 Nov – Thanksgiving Day
25 Dec – Christmas	1 Jan 15 - New Years Day

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

If an actual holiday date falls on Sunday: Actual date holidays are 4 Jul, 11 Nov, 25 Dec and 1 Jan each year. Employees whose basic workweek is Monday through Friday the Monday immediately after is the

legal holiday. For employees covered by a compressed work schedule (i.e. Tuesday – Friday) the holiday is the first regularly scheduled workday following the Sunday holiday as the in lieu of holiday off.

Use or Lose Annual Leave

Accrued annual leave in excess of 240 hrs will be forfeited at the end of this leave year (11 Jan 2014). Any use-lose balance will display in the last column under “LEAVE” on your leave and earnings statement (LES). Employees and their supervisor are responsible to schedule annual leave for use throughout the leave year to avoid forfeiture.

Rare circumstances allow certain provisions to restore annual leave due to forfeiture. The provisions are; administrative error, sickness, and exigencies of the public business. If you feel you may fall in any of these provisions, contact HR for further guidance.

FEHB Open Season is HERE!!

Dates are November 11th - December 9th, 2013. As a reminder, any elections, changes, or additions made during the Open Season must be accomplished electronically on the designated websites. In addition, ALL Open Season transactions will take in effect: 12 January 2014.

Where do I go to make my Open Season change or election?

FEHB changes are made in EBIS: www.abc.army.mil or by calling: 1-877-276-9287

FEDVIP (Dental and/or Vision): www.benefeds.com

**When prompted for agency input: Dept of the Army or Dept of the Air Force

FSA (Flexible Spending Account): www.fsafeds.com

Where or how do I obtain plan info/premiums/review plan coverage

FEHB plan brochures/info: www.opm.gov/FEHBbrochures

FEHB 2014 Premium rates:

* www.opm.gov/insure/health/rates/index.asp **Click on Fee-For-Service/Nationwide, Non U.S. Postal

* The 2014 FEDVIP dental premium rates are available at www.opm.gov/insure/dental/rates/index.asp

* The 2014 FEDVIP vision premium rates are available at www.opm.gov/insure/vision/rates/index.asp

TSP/Catch-up Contributions Info

The TSP limit on employee contributions for 2014 is \$17,500, same as 2013. In addition, the limit on catch-up contributions is \$5,500. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year, you may also make catch-up contributions to your TSP account. The TSP website offers calculators and paycheck estimator to maximize your contributions. Visit www.tsp.gov. Any changes need to be accomplished to TSP contributions must be made in EBIS: www.abc.army.mil or by calling: 1-877-276-9287.

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[Technician Travel & Training](#)

Human Resource Development Staff

Mrs. Diane Voichoski – HRDS – x8184
Vacant – x8185

Congratulations!

We congratulate SGT Berry on her promotion to a position in private industry! She has been a great asset to the HRO in her short time here. Thanks for all of your hard work SGT Berry! We will miss you!

SF 182 - Authorization, Agreement and Certification of Training

The SF 182 is the request for training for all technicians. Here is the link:

<http://ne.ng.mil/ArmyGuard/Tech%20Branch%20Documents/SF182.pdf>

We only need the 1st two pages of the SF182 and only ONE supervisor signature on page #2.

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

HRSIS Staff

SMSgt Mike Courtney – HRSIS Manager – x8189
Vacant – 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. I will check to ensure you are coded correctly in the system. This new responsibility takes a couple of days to appear once you are coded as a supervisor in DCPDS, so your patience is appreciated.

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

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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. Bonnie Shipley	x8178

CAC About to Expire

If you are a State employee and have a CAC that is about to expire, call Tim Diedrichsen at least 2 to 3 weeks in advance of the expiration date. HR needs to enter a new date into a database that flows into DEERS. Once the date is entered it takes about 3 to 5 business days for DEERS to be updated. On the third business day you can check with personnel that have access to DEERS to see if your expiration date has been updated. Once it has been updated you can make an appointment to get a new CAC.

Marital Status change / W-4 / Withholding

If an employee's marital status changes during the year they can change their marital status in the Employee Work Center (EWC) that's on the LINK website (link.nebraska.gov). **This will not automatically change the amount of withholding** that comes out of their checks for Federal and State taxes. Employees should still complete a W-4 and submit it to Human Resources.

To make sure a W-4 is completed correctly, employees should review the current W-4 information on file in the computer system. Go to the LINK website and go to the Hot Links in the lower left-hand corner. You'll need your user ID and password for the Payroll and Financial Center (PFC) (formerly NIS).

Wellness Plan Requirements Checklist

Remember, if you are considering enrolling in the Wellness medical plan in the spring of 2014 or are currently on the Wellness plan be sure that you are completing one of the wellness programs or are at least signed up for a program **before** the end of the 2013. Employees on any of the State's four medical plans can go to the www.wellnessoptions.nebraska.gov website to view wellness information. If you are not currently on one of the State's medical plans and want some general information contact Tim Diedrichsen at 402-309-8180.

Do you have questions on whether or not you've completed all the steps that will allow you to continue in the Wellness medical plan? Employees should view the steps that Health Fitness has recorded as being complete. **Visit** their website at www.wellnessoptions.nebraska.gov. Health Fitness has a Wellness Checklist which shows the steps that need to be completed. A checkmark will appear on the completed steps. Please click on the "Completed Criteria Activity" (above checklist) and "Learn more" (below checklist) links to review detailed information on the Wellness PPO plan qualifications and take action.

If you are a new employee and have signed up for the Wellness plan, you will need to go to the site and click on the "New Visitors Click Here!" link and follow the instructions to create a password. New employees (and enrolled spouses) need to complete the online Health Assessment within about two weeks of receiving a notification letter from Health Fitness. Employees (and enrolled spouses) should receive these letters about 3 to 4 weeks after the effective date of any insurance elections. As an example, a new employee (and an enrolled spouse) who has insurance starting on September 1st will receive their letter around the last week of September. The employee (and enrolled spouse) will need to complete their Health Assessment(s) by the date noted in the letter. When logged into the Health Fitness website, look under the "My Assessments" link that appears in the menu bar along the left side of the screen.

Address, Phone Number and Direct Deposit Changes

Employees can now change their addresses, update phone numbers and change direct deposit information in the Employee Work Center (EWC). Go to the LINK website, www.link.nebraska.gov to get to the EWC. Click on the 'All About Me' link at the top of the screen then on the next screen click on the 'Personal' icon. Next click on 'Contact Information'. You'll need to click on the blue 'Edit' button to update your address and phone numbers.

To change direct deposit information, employees can follow the instructions on the LINK site. Go to User Guides under Help (at the bottom of the screen). In the User Guide screen look in the center for Direct Deposit: Add, Edit or Delete – Employee Self-Service.

If you want **expense reimbursements** to go to a different account than you currently have on file you will need to **let the Human Resources office know** that account information. If you have any doubt what account information is currently on file then you will need to call the HR office.

[AGR Personnel](#)

Army and Air:

The AGR Office Staff:

MAJ Ed Davis, AGR Manager (402) 309-8171

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

UnitedHealthcare: Effective 1 April 2013, health coverage switched from Triwest to UnitedHealthcare. To see a list of available PCM's, go to <https://www.uhcmilitarywest.com/>. To qualify for Tricare benefits, service members must ensure DEERS is up to date (dependents and active duty tours). Maintaining current CAC keeps DEERS enrollment and ensures medical and dental benefits are not interrupted. POC is SSG Garrett, (402) 309-1541.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SSG Garrett, (402) 309-1541.

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

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

The State Medical Benefits Officer is SSG Travis Garrett and can be reached at 402-309-1541 or travis.s.garrett.mil@mail.mil for further questions and information.

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

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2015. 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 Leave 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.

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

Army:

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

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

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

Pay and Entitlement Documents – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, CSB Redux, DA Form 5960

(BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection, confinement and sick-in-hospital for more than one day), DA Form 4836 Extensions.

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 DD 1475 collecting your BAS for the period that meals were available. The DD 1475 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.

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.

Air:

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

NSTR
