



HRO-12-10
15 October 2012

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Paul Borzekofski	x8171
Classification/Manpower	SMSgt Deb Burling	x8187
	OC Jessica Pan	x8182
Recruitment, Staffing & Pay	Ms. Denise Anderson	x8177
Benefits & Services	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 (OCT):

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: Shawn Sheets (ARNG)
35 Years: Diane Voichoski (ARNG)

Federal Employee Retirements:

Ronald Gustafson (ARNG) – 21 Sep 2012
Col Jacob Smith III (ANG) – 5 Nov 2012

PAA – Annual Performance Appraisals – Due

Annual Performance Appraisals are due to HRO by 30 Nov 12.

Hard copy, scan or pdf the NGB 430 to HRO-Tech Svcs, Attn: Deb Tankesley. They are filed in the official records. Note: Interim reviews are included as part of the NGB 430 when viewed or printed. You may remove interim reviews prior to forwarding to HRO, if desired, it is not required for OPF.

Minimum period: IAW Para 2-4, TPR 430, a technician employed under an approved performance plan for 120 calendar days during the current rating period (1 Oct 11 – 30 Sep 12) should receive an annual appraisal.

Postponement: IAW Para 2-7, TPR 430, if an approved plan was accomplished prior to 30 Sep 12, the annual appraisal can be delayed until the technician has worked under the plan for at least 120 calendar days. The postponement should not be extended longer than necessary to permit the 120 days. If a plan was not approved prior to 30 Sep 12, the rating period will be 1 Oct 12 - 30 Sep 13. If employee was LWOP and minimum of 120 days did not occur during the rating cycle they can be postponed.

2013: Prepare for next appraisal period by copying the current plan and review, update and change objectives where needed. The new plan for 1 Oct 12 – 30 Sep 13 does need to be routed and approved.

Trial Period: IAW Para 2-5, TPR 430 a technicians under trial/probationary periods will receive an official appraisal upon completion of 12 months of federal service. They will not receive an annual appraisal perhaps on 30 Sep 2012.

Many supervisors have changed in the last year. If you do not see a 2012 plan for an employee or if unsure of their PAA status, due to moves/reassignments, have the employee review their MYBiz. Employees can review who their supervisor/rater or HLR is and change to ensure the current supervisor can view and proceed ahead.

Voluntary Leave Participant

The following employees have been approved to become leave recipients:

Kyle R. Schramm, WG-10, Surface Maint Mech, ARNG, FMS #1 – Auto accident

Jennifer L. Short, GS-07, HR Assistant, ARNG, G1 – medical purposes

Due to the HRO move it would be appreciated if employees who would like to voluntarily donate annual leave could scan their OPM donor forms to Deborah.tankesley@us.army.mil or if by distribution address to HRO-Tech Svcs. Forms can be located at the HRO website, Technician Branch under Voluntary Leave <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Use or Lose Annual Leave:

For 2012 the leave year began 01 Jan 12 and will end 12 Jan 13. Technicians may carry over into the next leave year a maximum of 240 hours of accrued annual leave. Employees must “use” their excess annual leave by the end of a leave year or they will “lose” (forfeit) it.

As required in the Office of Personnel Management’s (OPM) regulations, an employee must schedule his or her annual leave by 30 Nov 12, the third pay period prior to the end of the leave year to avoid forfeiture of annual leave. .

An agency may consider restoring annual leave that was forfeited if the reason is under one of the following conditions: (1) Exigency of public business. The exigency, or mission demand, must be of such importance as to preclude the use of scheduled leave. The exigency must be approved, normally in advance, through supervisory channels. (2) Sickness, injury or other medical condition for which sick leave is appropriate. (3) Administrative error through no fault of the technician. Regulatory rules require “use or lose” annual leave to be scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year. Military duty is not considered a condition of exigency due to annual leave could be used.

Documentation required to request restoration or forfeited annual leave would be the OPM 71 with scheduled dates of leave, official approval, statement of reasons for canceling the use of leave, documentation for the beginning and ending dates of the exigency, and calendar dates the canceled leave was rescheduled for use.

Federal Benefits Open Season (12 Nov – 10 Dec):

The 2013 Open Season for FEHB (health), FEDVIP (dental, and vision) insurance and FSA (flexible spending accounts) will be held from 12 Nov – 10 Dec 2012.

For latest information: www.opm.gov/insure

2013 Premiums: www.opm.gov/insure/openseason/factsheet.asp

During the Open Season to sign up:

FEHB: www.abc.army.mil

FEDVIP: www.benefeds.com

FSA: www.fsafeds.com

FERS-RAE New Hire Retirement Plan – 31 Dec 12:

Effective 31 Dec 2012, newly hired federal civilian employees will be under FERS-RAE which changes the deduction for retirement contributions to 3.1%. FERS-RAE means Federal Employees Retirement System – Revised Annuity Employees. There are exceptions for some rehires. Current FERS employees contribute .8%.

Military Deposits – Proof?

Paid a military deposit according to your LES in block #20?

If “yes”, please proceed.

If “no”, please review if you may want to make a deposit for FERS retirement credit.

Do you have proof of payment from DFAS on a letter (besides your LES)?

If “yes”, did you send a copy to HR Tech Svcs for filing in your OPF?

If “no”, please contact SSG Braun or Deb Tankesley. To receive the proof of payment letter for your Official Personnel Folder (OPF) the HR office is required to submit a request to DFAS to have the letter mailed to you. Upon receipt of the letter please scan, distro or drop it by Tech Svcs.

If you want to make a military deposit for FERS retirement credit purposes please contact SSG Braun or Deb Tankesley on information on how to proceed.

Federal Holidays (2012 & 2013):

Federal law establishes the following public holidays for Federal employees.

Holidays on OPM: www.opm.gov/Operating_Status_Schedules/fedhol/2013.asp

2012

22 Nov – Thanksgiving Day

25 Dec – Christmas

1 Jan 13 -- New Years Day

2013

21 Jan - Martin Luther King, Jr. Birthday

27 May – Memorial Day

2 Sep – Labor Day

11 Nov – Veterans Day

25 Dec – Christmas

18 Feb – Washington’s Birthday

4 Jul – Independence Day

14 Oct – Columbus Day

28 Nov – Thanksgiving Day

1 Jan 14 - 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: 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. Actual date holidays are 4 Jul, 11 Nov, 25 Dec and 1 Jan each year.

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.

Human Resources Information Systems (HRIS)

HRIS Staff

SMSgt Mike Courtney – HRIS Manager – x8189

New Army Email addresses

As the Army Guard migrates 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

New Cash Balance Election Period - Retirement

Please review the July newsletter (see link below) that the Nebraska Public Employees Retirement System has published for news on the election that can be made to transfer assets from the Defined Contribution plan to the Cash Balance Plan. Election forms will be available on September 1, 2012.

Eligible members can opt to transfer from Defined Contribution to Cash Balance during an election period starting September 1, 2012, and ending October 31, 2012.

If you were hired on or after January 1, 2003, and had not been employed with the State before you would already be in the Cash Balance plan.

Also, if you were rehired after a break in State service of more than 120 days but less than 5 years and you had a previous Defined Contribution account, it would have been converted to a Cash Balance account. **Call the retirement office to confirm the type of account you have.**

If you have questions please contact the Retirement office at 402-471-2053 or toll free at 1-800-245-5712.

To review information about the Cash Balance Plan and the Election period and get an election form, you can review the sites below:

<https://npers.ne.gov/whalecomfb0318c98356c576f7c4/whalecom0/SelfService/public/aboutus/news7.jsp>

Direct link to the July Retirement Newsletter that talks about the Election period:

<https://npers.ne.gov/whalecomfb0318c98356c576f7c4/whalecom0/SelfService/public/newsletter/newsletterDC2012July.pdf>

Retirement Newsletter / Seminars

The latest edition of "Retirement News" for State and County members is now available on the NPERS website. To directly access the .pdf version, click this link:

<https://npers.ne.gov/whalecomfb0318c98356c776ad65/whalecom0/SelfService/public/newsletter/newsletterDC2011Oct.pdf>

Or, visit the Publications page on the NPERS website at www.npers.ne.gov. Then look under NPERS news.

If you are interested in Retirement Seminars there are still some dates available in late October for employees both Under and Over age 50. There are a couple seminar dates in November for employees Over age 50. Go to the NPERS website (mentioned above) and click on 2011 State & County Seminar Dates, then click on the Enrollment / Registration form above the appropriate schedule (Under or Over age 50). Read about how it works and take advantage of this opportunity.

Changing Insurance Elections – Spouse Has Open Enrollment

Employees are able to make changes to their insurance elections if their spouse has an open enrollment at their work place. Employees can drop the State's insurance plans or start insurance coverages with the State. The employee can initiate the changes in Employee Work Center (EWC). Go to www.link.ne.gov to begin the process. Please call Tim Diedrichsen when ready to change insurance coverage in EWC.

The employee will need to provide a copy of the proper pages in the spouse's open enrollment booklet or other documentation that shows the company name, that there is an open enrollment occurring, **and the date that any coverages elected in that open enrollment would be effective.** Documentation could include a letter, on company letterhead, from the spouse's human resources office with all the above information.

Employees have thirty (30) days, from the date when coverages would be effective under the spouse's open enrollment, to submit the proper paperwork to the Human Resources office in the TAG building (1300 Military Road, Lincoln) so that changes may be made. Remember, if dropping the State's coverage(s), insurance will end at the end of the month in which the proper paperwork is turned into the Human Resources office (still need to be within 30 days of the effective date under the spouses open enrollment). If starting coverage(s) with the State, the effective date is the first of the month after

insurance ends at the spouses work place (as long as the paperwork is in within 30 days). If you have any questions please call Tim Diedrichsen at 402-309-7131.

Leave of Absence Notification

All employees should notify the Human Resources Office if they are going to be in a leave without pay status, for one entire pay period or more, for any reason. Please notify Human Resources at least two (2) weeks in advance or as soon as possible so insurance deductions may be adjusted and any necessary actions can be taken care of in our Employee Work Center system. A delay in notification may cause premium deductions to come out of your pay unnecessarily or insurance coverages to lapse due to non-payment of premiums.

Wellness Plan Requirements Checklist

Do you have questions on whether or not you've completed all the steps that will allow you to continue in the Wellness PPO 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 PPO Checklist which shows the steps that need to be completed. A checkmark will appear on the completed steps. Please click on the "Checklist Detail" and "Learn more" 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 PPO 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.

End of Year Vacation Balances

We have many State employees who could lose vacation leave this year if they do not take action now to schedule and use leave prior to December 31. Accrued leave in excess of 35 work days (280 hours) cannot be carried over into the new calendar year (The limit for Firefighters is 336 hours). Classified System Personnel Rules and the NAPE/AFSCME Labor Contract establish that employees who have accumulated vacation in excess of thirty-five days shall forfeit the excess amount on December 31 of each calendar year.

We suggest that you plan the use of your annual leave well in advance. Review your vacation dates in advance with your supervisor. This will allow management to plan coverage of your responsibilities in your absence. Planning for the use of leave is critical so that employees do not finish the year forfeiting excess leave.

Address and Direct Deposit Changes

Employees can now change their addresses and direct deposit information in the Employee Work Center (EWC). Go to the LINK website, www.link.ne.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' to update your address.

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 scroll down to Employee Work Center and look for Direct Deposit. If you want expense reimbursements to go to a different account than you currently have on file you will need to let the HR 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.

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AGR Personnel

Army and Air:

The AGR Office Staff:

LTC Craig Strong, AGR Manager (402)309-7117 (new extension o/a 14 Sep 2012 is x8175)

SFC Jacob Widhalm, Human Resources Assistant, (402)309-7115 (new extension o/a 14 Sep 2012 is x8186)

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

SFC Roger Ramos, Personnel Sergeant, (402)309-7172 (new extension 8183)

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

SSG Amber Engelman, Personnel Services Sergeant, (402)309-7123 (new extension is x8181)

- Air staffing and AROWS Orders
- FTE Orders and Tracking
- Army Appointment and Reassignments
- AGR Pay and Entitlement Issues
- 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 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: <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](#)

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