

Technician Personnel

Performance Appraisals
TECHNICIAN AWARD RECIPIENTS
Federal Holidays
27 Pay Dates-Air Force Only
TRICARE Dental
FEHB Open Season Dates
MyBiz+ Application

State Personnel

End of Year Vacation Balances
Flu Shots – STATE EMPLOYEES ONLY
Eligibility to Participate - STATE EMPLOYEES ONLY
What to Bring to Flu Shot Appointment
Wellness Health Plan Requirements Reminder

AGR Personnel

End of Fiscal Year Leave Carry Over
Initial Tour Continuation Board
Retention Control Points

Occupational Health

Equal Employment Office/Diversity/Organizational Development

New training videos available

Technician Personnel

Technician Branch Staff:

Deputy HRO	Maj Nicole Nuss	x8144
Supv Human Resource Spec	Mrs. Deb Burling	x8187
	Maj Sean O'Neill	x8175
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>

PERFORMANCE APPRAISALS

Supervisors and Federal Employees, as a reminder, the appraisal rating period ends 1 October. Annual Assessments must be accomplished NLT 30 November.

TECHNICIAN AWARD RECIPIENTS

On behalf of The Adjutant General, please congratulate the following employees on their Technician Award. All

Marcus A. Groetzinger
Matthew D. Greathouse
Richard J. Shearer
Jerrod J. Silver
Josiah D. Unger
Amanda L. Gross
Craig W. Niemeyer
Mary R. Couture
Andrew B. Kendall
Kyle R. Wenske
Kyle D. Dougherty
Timothy J. Baruth
Kyle B. Martin

FEDERAL HOLIDAYS-2015

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>

2015

7 Sep – Labor Day	12 Oct – Columbus Day
11 Nov – Veterans Day	26 Nov – Thanksgiving Day
25 Dec – Christmas	1 Jan 16 - 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 (before) 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.

27 PAY DATES-AIR FORCE ONLY

Periodically, the pay year will be comprised of 27 paydays instead of the more common 26 paydays. This is the case for 2015 (Air Force 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. For example, employees who put the maximum TSP Contributions into their account per the example below:

TSP Maximum Employee Contribution for 2015: 18,000

$\$18,000/26 = \692.31 per payday over 26 paydays

$\$18,000/27 = \666.67 per paydays over 27 paydays

If the employee elected the \$692.31 amount ($\$692.31 \times 27 = \$18,692.37$), Employee exceeds the TSP Maximum and reaches the maximum contribution in payday 26. This results in no employee

contribution, no agency matching, and employee only receives the automatic 1% government contribution.

TRICARE DENTAL

Friendly reminder, Technician personnel may enroll in the TRICARE Dental program (TDP) anytime and do not need a qualifying life event to do so. Technicians are eligible to purchase and enroll into the TRICARE Dental program via online and/or by calling 1-855-638-8371. To be eligible to enroll in the TDP, the sponsor (technician) must have at least 12 months remaining on his or her military service commitment at the time of enrollment.

2015 FEHB OPEN SEASON

The 2015 Federal Benefits Open Season for Federal Flexible Spending Account Program (FSAFEDS), Federal Employees Dental and Vision Insurance Program (FEDVIP), and Federal Employees Health Benefits (FEHB) Program will begin Monday, November 9th, 2015 through Monday, December 14th, 2015. This open season will implement the Self Plus One enrollment. Self Plus One is a new enrollment type in the FEHB program that allows employees to cover themselves and one eligible family member they designate to be covered. Additional info and guidance regarding Open Season will be forthcoming via emails to Supervisors and the HR Bulletins.

Contact MSgt Jody Kouma at 402-309-8190 or OC Amanda Almanza at 402-309-8197 for any benefits questions.

[Technician Travel & Training](#)

[Back to Top](#)

Human Resource Development Staff

Mrs. Diane Voichoski – HRDS – x8184

What to expect when “completion of an individual development plan (IDP)” is listed on a Technician Vacancy Announcement.

When a technician is hired at a lower grade level with promotion potential to a higher grade level he/she needs to be on an IDP. The IDP is developed by the technician supervisor with possible input from the technician. The plan outlines what formal training courses and/or on-the-job training must happen in order to prepare the technician for promotion.

Once the technician is hired, the HRO Human Resource Development Specialist (HRDS), currently Mrs. Voichoski, will send a reminder email to the supervisor regarding the requirement for the IDP.

The supervisor is required to review the technician’s progress on the IDP with the technician on a periodic basis, usually quarterly. These review dates are listed on the IDP and the reviews are the responsibility of the supervisor. The review is documented on an IDP progress report which is signed by both the technician and supervisor and forwarded to the HRDS.

The supervisor is responsible for scheduling any formal training courses noted on the IDP.

Once the minimum time required in the lower-graded position is over, the supervisor may request a promotion for the technician on an SF-52. When the HRO classification specialist gets the SF-52 requesting promotion, she will arrange a date and time for a position review which is also known as a desk audit. The classification specialist will review all of the documentation in the IDP folder kept by the HRDS before the desk audit.

If the information gathered in the position review/desk audit shows that the technician is performing the higher-graded duties at an acceptable level, the technician will be promoted and the IDP ends.

For questions regarding the IDP program the POC is Diane Voichoski ext 8184, for questions on the desk audit process the POC is Deb Burling ext 8187 or Jessica Pan ext 8182.

FAQs:

Q: If the technician I supervise has completed the formal training listed on the IDP, can we promote the technician before the minimum amount of time required in the position?

A: No. The employee must spend the minimum amount of time in the grade, which is the date of appointment to the position whether it is a new appointment, promotion, etc.

Q: If the date for the minimum amount of time required in the position has passed, may we back date the promotion to the date when the technician became eligible?

A: Back dating promotions is a prohibited personnel practice and cannot be done.

Q: May I as the employee request my promotion/desk audit?

A: No. The supervisor is responsible for assigning and ensuring the work is being accomplished at the full performance level and must recommend you for promotion as stated on the vacancy announcement.

Q: How do I fill out an IDP to ensure they will qualify and meet the guidelines for promotion?

A: The IDP requirements for each position will vary. Contact the HRDS for specific questions on formal training and OJT requirements and refer to the Position Description (PD).

Q: What is the maximum amount of time I can be on an IDP?

A: The vacancy announcement only reflects the minimum amount of time an employee must be on an IDP. The Supervisor determines through the IDP process the length of time it will take you to become fully qualified. The length of time may be increased during the quarterly reviews (i. e. a mandatory school you need is not available, a piece of equipment you need trained on is out for repair, etc).

Q: If I am currently on an IDP for a trainee position WG-5801-08/10(Surface Maintenance Mechanic) and a WG-5801-10 comes open, can I apply and qualify for the position?

A: Yes you can apply, however you will not be qualified as you have not completed your IDP.

[Back to Top](#)

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

HRSIS Staff

CMSgt Mike Courtney – HRSIS Manager – x8189



MyBiz+ for all Technicians, has many new features and I want to explain just one of them to you.

MyBiz+ Homepage Map

Menu Bar, Slider, Notifications, Navigation Bar

1. Menu Bar – Contains MyBiz+ logo link and provides link access to other systems, helpful resources and self-help documents. It is located under the internet address bar.

- *Other DCPDS Applications* - Directs access to other regions, applications.
- *Favorites* – Manage default website links by adding, or removing favorite website links. These will open in a new browser.
- *Customer Support* – A request tool for hierarchy assistance. It is currently available to select Components.
- *Help* - Includes training guides, provide feedback and Screen Reader mode for 508 users.
- [Log Out](#) - Log out of MyBiz+ and DCPDS Portal and close the browser.

2. Slider – located in the upper left corner; provides current, good-to-know information for all employees.

3. Notifications – Displays up front notice of HR actions or updates to your record, all located in the upper right corner. Select the Notifications title to view all notifications on one page, utilize the scroll bar to view notifications, or select a specific notification.

4. Navigation Bar – The navigation bar exists on all pages within MyBiz+ and is located under the Slider and Notification areas. The bar displays the Home link on the left, and the Detail Page icons on the right. It allows for direct navigation to all Detail Pages from any location within MyBiz+ or return to the homepage.

Below is the link to MyBiz+.

<https://potteremp.dcpds.cpms.osd.mil/dcpdsportal-reg15/profile.jsf>

Please let me know if you have any questions with this or any other MyBiz+ features.

POC: CMSgt Mike Courtney

[Back to Top](#)

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

End of Year Vacation Balances

Many State employees could lose vacation leave this year if they do not take action now to schedule and use leave prior to December 31. It is important to note that accrued leave in excess of 35 work days (280 hours) cannot be carried over into the new calendar year. According to the Classified System Personnel Rules and the NAPE/AFSCME Labor Contract states that employees who have accumulated vacation in excess of thirty-five days shall forfeit the excess amount on December 31 of each calendar year.

Check your leave balances on your next pay stub to determine if you need to take vacation leave before the end of the year. You must plan the use of your annual leave in advance and have it approved by your supervisor. This will allow management time to plan coverage of your responsibilities in your absence.

Flu Shots - STATE EMPLOYEES ONLY

It's time to take action and make plans to get your flu shots.

Flu shots are available through your personal physician's office, many pharmacies, care clinics, and contracted flu shot providers.

In addition, Employee Wellness & Benefits will be offering onsite flu shot clinics at several locations across the State beginning in mid-September for employees and spouses insured through a State health plan through UnitedHealthcare (UHC).

In addition, Employee Wellness & Benefits will be offering onsite flu shot clinics at several locations across the State beginning in mid-September for employees and spouses insured through a State health plan through UnitedHealthcare (UHC). More information about onsite flu shot clinics can be found on the Flu Shot Link at the Employee Wellness & Benefits website. Click here for a shortcut - <http://das.nebraska.gov/benefits/flu-shot/>

REVIEW THE WEBSITE CAREFULLY. MAKE SURE THAT YOU REGISTER AND BRING EVERYTHING THAT IS NEEDED TO GET YOUR FLU SHOT.

On the Flu Shot website, click on the Information bar or the Tools bar to look at different information or get to the Consent form.

Eligibility to Participate: (STATE EMPLOYEES ONLY)

Only State employees and their spouses covered on a STATE HEALTH PLAN through UnitedHealthcare (UHC) are eligible to get a flu shot at an Employee Wellness & Benefits onsite flu shot clinic. Children (up to age 26) are NOT eligible to participate.

NOTE: If you are NOT ENROLLED on a STATE Health Plan with UHC, flu shots are available through your doctor's office and many local pharmacies and covered 100% by most health plans. Read this Easy Access to Flu Shots <http://das.nebraska.gov/Benefits/flu-shot/docs/2014/United%20Health%20Care%20Flu%20Shot%20Retail%20Pharmacies.pdf> flyer for assistance.

What to Bring to Flu Shot Appointment:

- * Vaccination Consent Form (Flu Shot Link at the Employee Wellness & Benefits website or click here for a shortcut- <http://das.nebraska.gov/benefits/flu-shot/assets/2014-consent-form-for-non-insurance-clinics.pdf>)
- * State Employee ID (Employees Only)
- * Driver's License (Covered Spouses)
- * UnitedHealthcare (UHC) Insurance Card (Employees & Spouses)

If you have questions, contact Employee Wellness & Benefits at 402-471-4443 or 877-721-2228 if outside Lincoln or email us at as.employeebenefits@nebraska.gov .

Wellness Health Plan Requirements Reminder

Do you have questions on whether or not you've completed the three steps that will allow you to qualify for the Wellness Health Plan for the next enrollment period? Step 3 - Enrollment deadline is just around the corner (November 20, 2015)!

Employees can access their individual wellnessoptions website account at:

<https://stateofnebraska.biovia.healthfitness.com> . In the "Rewards" section, you can review the status of your 3 steps required to qualify for the 2016-17 wellness health plan. If you fail to complete each of the 3 steps, you will be ineligible to enroll in the Wellness Health Plan for July 1, 2016.

[AGR Personnel](#)

End of Year Leave Carry Over

Leave balanced exceeding 60 days on 1 October 2015 will be lost. The only exception is special leave accrual earned during mobilization. Soldiers, Airmen and supervisors can use Leave Log or Leave Web to manage and monitor leave appropriately.

Initial Tour Continuation Board

The next ITCB will be conducted during December 2015. Eligible ARNG Soldiers have been notified thru their full time supervisors. All individuals on their initial 3 year AGR tour can anticipate having their records appear before an ITCB between 30-36 months of their initial tour.

Retention Control Points

Enlisted ARNG Soldiers may perform active service to their RCP or age 60, whichever occurs first. The new RCP's were established by PPOM #15-017.

Rank	Years
SPC	8
SGT	14
SSG	20
SFC	26
1SG/MSG	29
CSM/SGM	32
Nominative CSM/SGM	35

AGR Branch Staff

CW3 Jeff Thomas, AGR Branch Manager, (402) 309-8171
SFC Jenna Schneider, Personnel Sergeant, (402) 309-8183
SSG Rosalba Amezcua, Personnel Services Sergeant, (402) 309-8181
SSG Sara Bowie, Personnel Services Sergeant, (402) 309-8167

[Back to Top](#)

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

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

New Training Videos Available

The EEO Office has just received two new videos available for unit and work group training events.

- 1) M.E.E.T.: Breaking New Ground, Respect and Inclusion in the Workplace
- 2) The Right Side of the Line: Creating a Respectful & Harassment-Free Workplace.

Please contact Ms. Rosenthal at 402-309-8111 if you wish to check out either of these videos or have any other training needs.