



HRO-12-13
15 December 2013

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Technician Personnel

Technician Branch Staff:

**Technician Branch Manager
Classification/Manpower**

MAJ Edwin Davis x8414

Deb Burling x8187

2LT Jessica Pan x8182

**Recruitment, Staffing & Pay
Benefits & Services**

Ms. Denise Anderson x8177

MSgt Jody Kouma x8190

SPC Amanda Almanza x8197

Technician Training /Travel

Ms. Diane Voichoski x8184

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.

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 (HRIS)

HRIS Staff

SMSgt Mike Courtney – HRIS 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. Polly Putney	x8172
HR Assistant/Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant/Payroll	Ms. Bonnie Shipley	x8178

W-4 Forms

Do you need to change your exemptions so that more or less taxes are withheld from your check? You'll need to complete a W-4 form (with signature and date) and return it to the State Human Resources office (2nd floor of the Joint Forces Headquarter building).

You can get a W-4 form from the IRS website at <http://www.irs.gov> or by contacting HR personnel. Employees should be able to look at W-4 information on the LINK website (link.ne.gov) in the lower right-hand corner. You will be asked to log in to the Payroll and Financial Center (PFC) (formally NIS). Or if you're already in PFC you can just go to the 'Review W-4' menu selection under Self Service. The marital status here (in PFC) is what the payroll system uses to calculate taxes. This may be different that what employees have in the Employee Work Center (EWC). Please note carefully the actual marital status and the **tax** marital status on the 'Review W-4' screen, in PFC.

Employees can change their marital status in Employee Work Center. This does not automatically change the marital status that is used in PFC. **Employees that have a marital status change, and make the change in EWC, should submit a W-4 form to the State Human Resources office** so the marital status is updated or, at the very least, a new W-4 can be put in the employee's file. The tax marital status in PFC will be updated by HR if necessary.

If an employee got married during the year and wanted to show they got married on the W-4, but not change how they were withholding taxes, they could check the box on the W-4 labeled "Married, but withhold at higher single rate".

Comp Balances

Employees can check their comp balances by going to the LINK website (link.nebraska.gov) and clicking on 'Review Leave Balances' in the lower left-hand corner, in addition to looking at other leave balances. You can also look at leave balances in PFC (formerly NIS) by going to 'Leave Balance Inquiry' in the Self Service menu selection.

A comp balance is not displayed on the checkstub (also viewed on the LINK website or in PFC). Vacation, sick and comp balances are current as of the end of the last pay period that was processed. Bi-Weekly pay periods end on Sundays, 10 days before the check date for that pay period (unless moved by a holiday)

Unused Comp Payout Requests

Per Section 12.11 of the NAPE/AFSCME labor contract “**Between December 25 and December 31 of each year**, an employee may elect by notifying the Agency in writing, to receive payment for unused compensatory time”.

Please be sure to submit your request in the proper timeframe. At times, not all comp time can be paid out to an employee, especially if it has been earned recently. Calculations will be made by HRO-SP as to how much comp can be paid out. Employees can state in their compensatory time payout request that they “would like to receive payment for all eligible unused compensatory time” or they can request a certain number of hours.

Leave and Overtime in Same Week

When an employee takes leave, such as vacation, sick or comp time, and then later in the same week works more than their regularly scheduled hours on one or multiple days, the leave time should be reduced until the total hours for the week equals 40 or the leave is eliminated all together.

The main principal that employees want to keep in mind is that only hours worked over 40 should have overtime pay codes. Pay code 90 (COMP @1.0) should not be used except by those that work at the ANG Base fire station (employees at the fire station have different schedules and have different rules in regards to recording overtime). If you have questions please contact one of the HR staff.

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 (before December 27th). 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.

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

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

NSTR
