

## Technician Personnel

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## HRO Leadership

<b>Human Resources Officer</b>	COL Georgia Kroese	x8170
<b>Deputy HRO</b>	Lt Col Nicole Nuss	x8144
<b>EEO</b>	Vacant (POC Lt Col Nuss)	x8144

## Technician Personnel

<b>Staff</b>		
<b>Supv Human Resource Spec</b>	Mrs. Deb Burling	X8187
<b>Classification/Manpower</b>	SGT John Winterfeld	X8186
<b>Recruitment, Staffing &amp; Pay</b>	1LT Jessica Pan	X8182
<b>Benefits &amp; Services</b>	SMSgt Jody Kouma	X8190
	SSgt Devin Alt	X8189
	Vacant	X8173
<b>Management Analyst</b>	SFC Desirae Dockter	X8155
<b>Labor Relations</b>	Vacant (POC Lt Col Nuss X8144)	X8185
<b>Technician Training /Travel</b>	Mrs. Diane Voichoski	X8184
<b>Information Systems</b>	Mrs. Denise Anderson	X8177

**Website:** <http://ne.ng.mil/Resource/Pages/Technician-Branch.aspx>

## **1. TITLE 32 TO TITLE 5 CONVERSION**

NDAA 2017 directed the conversion of all non-dual status Technicians and 20% of dual status technicians from Title 32 status to Title 5 status. Title 5 status is a civilian status that does not require military membership and is governed by 5 U.S.C. National Guard Bureau staff are working through which positions will convert, processes for the conversion, and the impact of conversion on employees and the agency. By 1 Oct 2017, the POSITIONS will convert, however the PEOPLE will not convert immediately, with the exception of current non-dual status employees. NGB plans to execute a phased personnel conversion to be completed no later than 31 March 2018. However, the NDAA 2018 may change the conversion timeline, percentage of positions for conversion, and which positions will convert. Employees impacted by the conversion will be provided a minimum of 30 day notice and HR will host town halls to provide additional information regarding the conversion once we receive additional guidance from NGB.

## **2. SERVICE COMPUTATION DATE (SCD)**

There is a difference between the Service Computation Date (Leave) and Service Computation Date (Retirement).

The SCD (Leave) on an SF-50 in block 31 is used to determine the rate at which an employee accrues annual leave. This date indicates when 3 years of service is attained to begin 6 hours of annual leave biweekly or 15 years for 8 hours biweekly. The SCD (Leave) includes all civilian service (to include temporary) and your active duty military.

The SCD (Retirement) is not recorded on the SF-50. Each employee may have a different scenario as to how this date is computed. The SCD (Retirement) is used to determine years of service credit for CSRS or FERS retirement. Both have special rules to follow. The following are basic guidelines:

### **CSRS: All Federal Civilian Service is creditable and military service as noted below.**

- a. Civilian Deposit/Redeposit Service is creditable for eligibility purposes. If payment is not made the annuity is reduced.
- b. Military Service is creditable except for employees hired after 30 September 1982; this service is creditable only after the military deposit has been made.
- c. Military Service performed under USERRA is creditable only after the deposit has been made.

### **FERS: Federal Civilian Service is creditable and military service if a deposit is made.**

- a. Temporary service performed prior to 1 January 1989 is fully creditable if a deposit has been made. No credit if performed on or after 1 January 1989.
- b. Any prior Federal Service covered by FERS for which the employee received a refund is not creditable.
- c. Military Service is creditable only upon completion of a deposit for the time.

**Eligible Deposit Service:** Periods of service not covered by CSRS or FERS retirement deductions. Generally these periods are temporary service performed prior to 1 Jan 89, Employees of the Military Department prior to 1 Jan 69 and active duty military.

**Redeposit Service:** Civilian service where retirement deductions were deducted from the employee's pay but refunded after a separation from Federal employment.

**USERRA:** The Uniformed Services Employment and Reemployment Act of 1994, Public Law (P.L.) 103-353 made several changes to the retirement law that may affect National Guard technicians. It allows credit for service in the National Guard to certain employees during LWOP periods that were previously not creditable. ALL the following requirements must be met:

- a. It interrupts creditable civilian service.
- b. The employee exercises restoration rights after 31 July 1990.
- c. The service is full time (not inactive duty)
- d. The employee is entitled to pay from the U.S. for the military service.
- e. It must be under one of the authorizing enumerated sections

Service credit will be available for the period of National Guard service during LWOP if and only if the military deposit is paid. Each situation is handled on an individual basis. Uses of P.L. 103-353 have been Desert Shield/Storm, Bosnia, Operation Enduring Freedom, Operation Freedom Sentinel, active duty tours, AGR, schools, and any other deployments.

To request a review of your employment records for periods of creditable service for which a deposit or redeposit could be made please contact SSgt Devin Alt at 402-309-8189 or SMSgt Jody Kouma at 402-309-8190. As a reminder, if you receive proof from OPM or DFAS of a payment made in full a copy should be sent to HRO-ERS to ensure credit is documented in your personnel file.

### **3. LEGISLATION ON TSP WITHDRAWAL OPTIONS**

S.873, TSP Modernization Act of 2017, was introduced and if passed would eliminate current statutory restrictions on participants' withdrawal options. The bill would eliminate the restriction that participants cannot take partial post-separation withdrawals if they've already taken an age-based in-service withdrawal. It would also permit multiple post-separation withdrawals. Additionally, the bill would allow multiple age-based withdrawals while a participant is still working. Participants would also be able to stop monthly payments and elect to purchase an annuity while receiving monthly payments. Currently, the bill is referred to the Committee on Homeland Security and Governmental Affairs. You can read the bill and track its status at <https://www.congress.gov/bill/115th-congress/senate-bill/873/text>.

### **4. FERS & CSRS RETIREMENT BRIEFINGS**

The Army Benefits Center-Civilian (ABC-C) will be conducting CSRS/FERS pre-retirement briefing sessions for Air and Army Technicians. Target Audience: Employees within 5 years of eligibility for retirement. The URL for the DCO is: <https://conference.apps.mil/webconf/1553>

Date: July 18, 2017

Time: FERS Session 0800-1100 CT  
CSRS Session 1300-1600 CT

### **5. VERIFICATION OF EMPLOYMENT**

Need verification of hire date or salary for home loans, car loans or other financial purposes?

- Log into MyBiz located in DCPDS
- Select "Employment Verification"
- Select information to send
- Enter the loan officer or lender's e-mail address
- Verify your e-mail address is correct in "My E-mail"
- You can print a copy of the receipt document reflecting the information being submitted. Acknowledge and submit. Confirmation will be received.
- Access your e-mail to retrieve the system generated password. This password must be forwarded to the loan officer or lender to open the password protected document.

### **6. BENEFIT CHANGES**

Areas that need review upon marriage, divorce, birth of a child or other Qualifying Life Events (QLE).

FEHB, FEGLI and TSP changes are accomplished on EBIS – [www.abc.army.mil](http://www.abc.army.mil)

1. Federal Employees Health Benefits (FEHB): Sign up or plan changes for New Hires, Open Seasons, Qualifying Life Event (QLE) or Return to Duty (RTD) from military duty over 30 days.
2. Federal Employees Group Life Insurance (FEGLI): Sign up for New Hires or changes due to QLE's.
3. Thrift Savings Program (TSP): Sign up or change allotment amount deducted from bi-weekly pay. Option changes for Traditional or Roth.

Information on EBIS or OPM - [www.opm.gov/healthcare-insurance/](http://www.opm.gov/healthcare-insurance/) and TSP [www.tsp.gov](http://www.tsp.gov)

### **7. COURT LEAVE**

An employee is entitled to paid time off without charge to leave for service as a juror or witness. An employee is responsible for informing his or her supervisor if he or she is excused from jury or witness service for 1 day or more or for a substantial part of a day. The employee should provide the supervisor with a copy of the summons as documentation.

- Jury Duty: An employee who is summoned to serve as a juror in a judicial proceeding is entitled to court leave.

- Witnesses: An employee who is summoned as a witness in a judicial proceeding in which the Federal, State, or local government is a party is entitled to court leave.
- Official Duty: An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, not court leave.
- Fees/Expenses: For service as a juror or witness, an employee must reimburse or forward the check they receive for compensation to the servicing Technician Pay Finance representative if they use Court Leave (Code – LC). However, monies paid to jurors or witnesses for expenses (e.g., transportation) do not have to be reimbursed to the agency.

**8. VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET)**

VMET is helpful for writing resumes. It provides an overview of an individual’s military career, detailing the duties of a military member’s particular MOS or AFSC in narrative format. Soldiers and Airmen applying for technician jobs are encouraged to use the VMET to help write their resume. Supervisors who plan to bring on a temporary technician can recommend the member view their VMET and use it to write their resume.

VMET is available at: <https://pki.dmdc.osd.mil/tgps/pages/home.xhtml>

**9. ALTERNATE WORK SCHEDULE (AWS) POLICY UPDATE**

The Alternate Work Schedule (AWS) Policy was published 15 May 2017 and can be located at the following link: <https://states.gkoportal.ng.mil/states/NE/Command-Group/Policies/Forms/AllItems.aspx?RootFolder=%2Fstates%2FNE%2FCommand%2DGroup%2FPolicies%2FPolicies&FolderCTID=0x012000B48384B72A146A40972482C77B5977AE&View={54CD9695-9786-4E84-90B8-2392757420ED}>.

This policy clarifies the MAXI-FLEX schedule.

“Maxiflex schedule. Established flexible hours for the Military Department will be 0600-1800 hours, Monday-Friday. Core hours will be Tuesday-Thursday from 0930-1430 hours daily, with a 30 minutes lunch period observed and taken at mid-day. Absence during the core hours requires an employee to be in an approved leave status (i.e. absent on a Tuesday a minimum of 4.5 hours of leave must be taken). Saturdays even though outside the normal workdays of Monday-Friday may be worked to support mission needs within the hours of 0600-1800. Saturday work should be minimal and must be approved in advance by the supervisor to ensure all safety standards are met.”

For accountability purposes, employees on a maxiflex will utilize the TAG NE Form 127 to record work hours. The TAG 127 must be signed by the employee and the certifier prior to certification in the Time and Attendance system of record. FAQ’s on Maxi-Flex and training slides for alternate work schedules and telework can be found at: <https://ne.ng.mil/Resource> under the Leave Tab. HR can provide additional training to work centers upon request.

Questions regarding this policy may be addressed to Ms. Deb Burling at 402-309-8177 or Lt Col Nicole Nuss at 402-309-8144.

**State Personnel**

<b>Staff</b>		
<b>HR Manager</b>	Ms. Polly Putney	X8172
<b>HR Assistant / Benefits</b>	Mr. Tim Diedrichsen	X8180
<b>HR Assistant / Payroll</b>	Ms. Bonnie Shipley	X8178

**1. JULY 1, 2017 PAY INCREASE**

On July 1, 2017, all State employees, including temporary staff, covered by the Classified Personnel System and the NAPE/AFSCME contract will receive a 1% increase to their base pay. Pay ranges will be adjusted accordingly and new pay plans will be available on the State Personnel and Employee Relations websites prior to July 1, 2017.

All hours worked between July 1-9, 2017 will be paid at the new rate and will be reflected on the July 19, 2017 paycheck.

Employees who are at or above the maximum rate of their class pay range shall also receive this increase. An employee in a non-pay status shall be entitled to the increase upon return to a pay status.

## **2. 2017 EXCELLENCE IN LEADERSHIP RECOGNITION AWARDS**

Nominations for the Excellence in Leadership Recognition (formerly Employee and Supervisor/Manager of the Year) for the Agency were submitted to Human Resources based on the new criterion established by Department of Administrative Services. These awards allow agencies to recognize and celebrate the professional achievements of our team members whose performance and customer service exceeds all expectations.

This year nominees must embody at least two of the following State of Nebraska core values/concepts and character traits:

- Innovation/Forward Thinking/Continuous Improvement
- Teamwork/Collaboration
- Serving by Example
- Customer Service Focused Excellence
- Valuing People
- Aligning Resources
- Visionary Leadership/Proactive Management/Leadership by Example
- Success-Focused, Ethics, Transparency Focus
- Effective Communication
- Coach and Develop Team Members/Staff Engagement

The Nebraska Military Department (NMD) Selection Committee met on June 28, 2017 to review the nominations and recommend the finalists and the runner-up for this year's awards. Awards will be announced and presented this fall.

## **3. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Employee Assistance Program (EAP) is providing an on-line seminar, "Managing in a Multigenerational Workplace" beginning July 18, 2017. The seminar will identify the characteristics and key motivational factors of each generation and explore commonalities and discuss differences to build strong teams while bridging the generational gap.

MIXOLOGY - Multigenerational workplaces allow employees the opportunity to learn skills specific to a variety of age groups. Younger employees may be more adept at using technology, while older workers have a better grasp on traditions and company history. Mixing older and younger people provides opportunities for both to mentor each other and contribute to an organization's success. The Employee Assistance Program can help with resources and information on how to thrive in a multigenerational workplace.

Online seminars can be found on the Deer Oaks website: [www.deeroakseap.com](http://www.deeroakseap.com)

WEBSITE: USERNAME: SON  
PASSWORD: SON  
TOLL-FREE: 866-792-3616

The Employee Assistance Program is a free confidential program to help you balance your work, family, and personal life.

## **4. SAFE DRIVING TRAINING PROGRAM**

All state employees who operate State vehicles or operate their own personal vehicles on State Business, must complete the State approved Defensive Driving Course (DDC) before operating a State owned vehicle and/or their own personal vehicle on State business. State employees who have completed the prior defensive driving course do not need to take the DDC4 (4 hours), but are encouraged to take the DDC Abridged (2 hours) if it has been more than 5 years since the course was completed.

There are now six defensive driving courses and courses should be taken based on an employee's classification and/or reason for which the class is sought.

- **New Hires** – all new hires must complete the Defensive Driving Course (DDC4) – 4 hours
- **Existing Employees** – recommended to complete the DDC Abridged training course biennially – 2 hours
- **Temporary Employees** - all temporary employees must complete the Defensive Driving Course (DDC4) – 4 hours and are recommended to complete the DDC Abridged training course biennially – 2 hours

If a State employee is involved in a motor vehicle collision, the incident will be reviewed by the Risk Management Division and, if deemed appropriate, may recommend that the employee complete a particular driving course.

All courses are accessible in the Employee Development Center (EDC). If you have new hires or existing employees who need to take the training, or if you have any questions, please contact: Nataliya Swanson at 402-309-8123 or [nataliya.m.swanson.nfg@mail.mil](mailto:nataliya.m.swanson.nfg@mail.mil)

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[Active Guard Reserve Personnel](#)

STAFF		
HRO XO	CW4 Jeffrey Thomas	x8171
AGR Branch SGM	SGM Daniel Mitchell	x8175
SR HR NCO	SFC Eric Martin	x8183
HR NCO	SSG Rosalba Amezcua	x8181
HR NCO	SSG Sara Bowie	x8167

**Website:** <https://states.gkoportal.ng.mil/states/NE/Directorates/J1/AGR-Branch/Pages/default.aspx>

**1. LINE OF DUTY (LOD) GUIDANCE FOR ARMY AGR MEMBERS**

Line of Duties (LODs) for AGR members will not be initiated if the date of incident is more than a 180 days in the past, absent of special circumstances.

Submission of LOD investigations solely for the purpose of retirement is not authorized. ARNG-HRP, PPOM 17-022 effective on 4 April 2017.

**2. DEPENDENT'S DENTAL PROGRAM (DDP)**

Dependent's dental program is now being contracted by United Concordia. Web enrollment website <https://www.dmdc.osd.mil/appj/bwe/indexAction.do>

You can complete a disenrollment in the current plan, enroll in a health or dental, and make changes in plans.

You may go to <https://www.uccitdp.com/dtwdws/member/landing.xhtml> log in and view coverage, check dependent dental claims, view explanation of benefits, billing, and other options. This is a change from METLIFE.

Current premium for one family member is \$11.10; for family of two or more is \$28.87. For cost shares and other costs you may go to <https://tricare.mil/Costs/DentalCosts/TDP>

Link for active duty members in remote locations <https://secure.addp-ucci.com/dwaddw/home.xhtml>

There is no change to the current Active Duty Dental Program being administered by United Concordia.

Points of contact are SSG Sara Bowie at 402-309-8167 or [sara.k.bowie.mil@mail.mil](mailto:sara.k.bowie.mil@mail.mil) and SSG Rosalba Amezcua at 402-309-8181 or [rosalba.amezcua.mil@mail.mil](mailto:rosalba.amezcua.mil@mail.mil)

### **3. LEAVE AND EARNINGS STATEMENT (LES)**

The LES is a comprehensive statement of a member's leave and earnings showing your entitlements, deductions, allotments (fields not used for Reserve and National Guard members), leave information, tax withholding information, and Thrift Savings Plan (TSP) information.

An explanation of what each block indicates can be found at Attachment 1.

### **4. MILCONNECT**

<https://www.dmdc.osd.mil/milconnect/>

milConnect gives beneficiaries 24/7 access to personnel information, the ability to update information related to health, education and other benefits and email notifications about changes in benefits.

Use milConnect to validate your Defense Enrollment Eligibility System (DEERS) eligibility. Members who have been dropped from DEERS will issues with Tricare appointments and claims.

You may contact your local DEERS operators for assistance with correcting you DEERS enrollment and eligibility. Options include ANG at 402-309-1452 or ARNG at 402-309-8154.

### **5. BLENDED RETIREMENT SYSTEM (BRS)**

Still having questions on The Blended Retirement System (BRS)? Check out the following links for additional information on BRS Training, BRS Comparison Calculator and contributions to the Thrift Savings Plan (TSP).

<http://militarypay.defense.gov/BlendedRetirement> for opt-in video and leaders' course.

<https://states.gkoportal.ng.mil/states/NE/Documents/BRS/DoD-BRS-flyer.pdf>

Options for Retirement

- Entered service before January 1, 2006 or earned 4,320 retirement or more points will stay in current retirement system.
- Entered service between 2006 and 2017 or earned less than 4,320 points have the choice in BRS or current retirement system. (\*You have to elect to opt in or will remain in the current system)
- Entered service 2018 or later you will be in the BRS.

For additional questions, feel free to contact SFC Eric Martin at 402-309-8183.

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# ATTACHMENT 1:

## How to read an active duty Army Leave and Earning Statement

Your pay is your responsibility.

This is a guide to help you understand your Leave and Earnings Statement (LES). The LES is a comprehensive statement of a member's leave and earnings showing your entitlements, deductions, allotments (fields not used for Reserve and National Guard members), leave information, tax withholding information, and Thrift Savings Plan (TSP) information. Your most recent LES can be found 24 hours a day on **myPay**.

If members receive Career Sea Pay, the Sea Service Counter will still be displayed in the remark portion of the LES. The LES remains one page in length.

Verify and keep your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult with your disbursing/finance office.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																		
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED						
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY									
TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		+						
A B C D E F G H I J K L M N O	10		11		12						+ AMT FWD				13			
											+ TOT ENT				14			
											- TOT DED				15			
											- TOT ALMT				16			
											= NET AMT				17			
											- CR FWD				18			
											= EOM PAY				19			
											DIEMS		RET PLAN					
	TOTAL		20		21		22				23		24					
	LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE LOSE	FED TAXES	WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD		
	25	26	27	28	29	30	31	32	33	34	35	36	37	38				
FICA TAXES	WAGE PERIOD		SOC WAGE YTD		SOC TAX YTD		MED WAGE YTD		MED TAX YTD		STATE TAXES		ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD
	39	40	41	42	43	44	45	46	47	48	49							
PAY DATA	BAQ TYPE	BAQ DEPN	VHA ZIP	RENT AMT	SHARE	STAT	JFTR	DEPN	2D/JFTR	BAS TYPE	CHARITY YTD	TPC	PACIDN					
	50	51	52	53	54	55	56	57	58	59	60	61	62					
Thrift Savings Plan (TSP)	BASE PAY RATE	BASE PAY CURRENT	SPEC PAY RATE	SPEC PAY CURRENT	INC PAY RATE	INC PAY CURRENT	BONUS PAY RATE	BONUS PAY CURRENT										
	63	64	65	66	67	68	69	70										
	CURRENTLY NOT USED			TSP YTD DEDUCTIONS		DEFERRED		EXEMPT		CURRENTLY NOT USED								
	71			72		73		74		75								
REMARKS	YTD ENTITLE				YTD DEDUCT													
	76				77				78									

**Fields 1 - 9 contain the identification portion of the LES.**

- **1 NAME:** The member's name in last, first, middle initial format.
- **2 SOC. SEC. NO.:** The member's Social Security Number.
- **3 GRADE:** The member's current pay grade.
- **4 PAY DATE:** The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).
- **5 YRS SVC:** In two digits, the actual years of creditable service.
- **6 ETS:** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- **7 BRANCH:** The branch of service, i.e., Navy, Army, Air Force.
- **8 ADSN/DSSN:** The Disbursing Station Symbol Number used to identify each disbursing/finance office.
- **9 PERIOD COVERED:** This is the period covered by the individual LES. Normally it will be for one calendar month. If this is a separation LES, the separation date will appear in this field.

**Fields 10 through 24 contain the entitlements, deductions, allotments, their respective totals, a mathematical summary portion, date initially entered military service, and retirement plan.**

- **10 ENTITLEMENTS:** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.
- **11 DEDUCTIONS:** The description of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- **12 ALLOTMENTS:** In columnar style the type of the actual allotments being deducted. This includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen allotments. If a member has more than one of the same type of allotment, the only differentiation may be that of the dollar amount.
- **13 +AMT FWD:** The amount of all unpaid pay and allowances due from the prior LES.
- **14 + TOT ENT:** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- **15 -TOT DED:** The figure from Field 21 that is the total of all deductions.
- **16 -TOT ALMT:** The figure from Field 22 that is the total of all allotments.
- **17 = NET AMT:** The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions and allotments due on the current LES.
- **18 - CR FWD:** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.
- **19 = EOM PAY:** The actual amount of the payment to be paid to the member on End-of-Month payday.
- **20 - 22 TOTAL:** The total amounts for the entitlements and/or allowances, deductions and allotments respectively.
- **23 DIEMS:** Date initially entered military service: This date is used SOLELY to indicate which retirement plan a member is under. For those members with a DIEMS date prior to September 8, 1980, they are under the FINAL PAY retirement plan. For those members with a DIEMS date of September 8, 1980 through July 31, 1986, they are under the HIGH-3 retirement plan. For those members with a DIEMS date of August 1, 1986 or later, they were initially under the REDUX retirement plan. This was changed by law in October 2000, when they were placed under the HIGH-3 plan, with the OPTION to return to the REDUX plan. In consideration of making this election, they become entitled to a \$30,000 Career Service Bonus. The data in this block comes from PERSCOM. DFAS is not responsible for the accuracy of this data. If a member feels that the DIEMS date shown in this block is erroneous, they must see their local servicing Personnel Office for corrective action.
- **24 RET PLAN:** Type of retirement plan, i.e. Final Pay, High 3, REDUX; or CHOICE (CHOICE reflects members who have less than 15 years service and have not elected to go with REDUX or stay with their current retirement plan).

**Fields 25 through 32 contain leave information.**

- **25 BF BAL:** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).
- **26 ERND:** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.
- **27 USED:** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.
- **28 CR BAL:** The current leave balance as of the end of the period covered by the LES.
- **29 ETS BAL:** The projected leave balance to the member's Expiration Term of Service (ETS).

- **30 LV LOST:** The number of days of leave that has been lost.
- **31 LV PAID:** The number of days of leave paid to date.
- **32 USE/LOSE:** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

**Fields 33 through 38 contain Federal Tax withholding information.**

- **33 WAGE PERIOD:** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- **34 WAGE YTD:** The money earned year-to-date that is subject to FITW. Field 35 M/S. The marital status used to compute the FITW.
- **36 EX:** The number of exemptions used to compute the FITW.
- **37 ADD'L TAX:** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.
- **38 TAX YTD:** The cumulative total of FITW withheld throughout the calendar year.

**Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.**

- **39 WAGE PERIOD:** The amount of money earned this LES period that is subject to FICA.
- **40 SOC WAGE YTD:** The wages earned year-to-date that are subject to FICA.
- **41 SOC TAX YTD:** Cumulative total of FICA withheld throughout the calendar year.
- **42 MED WAGE YTD:** The wages earned year-to-date that are subject to Medicare.
- **43 MED TAX YTD:** Cumulative total of Medicare taxes paid year-to-date.

**Fields 44 through 49 contain State Tax information.**

- **44 ST:** The two digit postal abbreviation for the state the member elected.
- **45 WAGE PERIOD:** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
- **46 WAGE YTD:** The money earned year-to-date that is subject to SITW. Field 47 M/S. The marital status used to compute the SITW.
- **48 EX:** The number of exemptions used to compute the SITW.
- **49 TAX YTD:** The cumulative total of SITW withheld throughout the calendar year.

**Fields 50 through 62 contain additional Pay Data.**

- **50 BAQ TYPE:** The type of Basic Allowance for Quarters being paid.
- **51 BAQ DEPN:** A code that indicates the type of dependent. A - Spouse C -Child D - Parent G - Grandfathered I -Member married to member/own right K - Ward of the court L - Parents in Law R - Own right S - Student (age 21-22) T - Handicapped child over age 21 W - Member married to member, child under 21
- **52 VHA ZIP:** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.
- **53 RENT AMT:** The amount of rent paid for housing if applicable.
- **54 SHARE:** The number of people with which the member shares housing costs.
- **55 STAT:** The VHA status; i.e., accompanied or unaccompanied.
- **56 JFTR:** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.
- **57 DEPNS:** The number of dependents the member has for VHA purposes.
- **58 2D JFTR:** The JFTR code based on the location of the member's dependents for COLA purposes.
- **59 BAS TYPE:** An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers.
  - B - Separate Rations
  - C - TDY/PCS/Proceed Time
  - H - Rations-in-kind not available
  - K - Rations under emergency conditions
- **60 CHARITY YTD:** The cumulative amount of charitable contributions for the calendar year.
- **61 TPC:** This field is not used by the active component of any branch of service.
- **62 PACIDN:** The activity Unit Identification Code (UIC). This field is currently used by Army only.

**Fields 63 through 75 contain Thrift Savings Plan (TSP) information/data.**

- **63 BASE PAY RATE:** The percentage of base pay elected for TSP contributions.
- **64 BASE PAY CURRENT:** Reserved for future use.
- **65 SPECIAL PAY RATE:** The percentage of Specialty Pay elected for TSP contribution.

- **66 SPECIAL PAY CURRENT:** Reserved for future use.
- **67 INCENTIVE PAY RATE:** Percentage of Incentive Pay elected for TSP contribution.
- **68 INCENTIVE PAY CURRENT:** Reserved for future use.
- **69 BONUS PAY RATE:** The percentage of Bonus Pay elected towards TSP contribution.
- **70 BONUS PAY CURRENT:** Reserved for future use.
- **71** Reserved for future use.
- **72 TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.
- **73 DEFERRED:** Total dollar amount of TSP contributions that are deferred for tax purposes.
- **74 EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).
- **75** Reserved for future use

**76 REMARKS:** This area is used to provide you with general notices from varying levels of command, as well as the literal explanation of starts, stops, and changes to pay items in the entries within the "ENTITLEMENTS", "DEDUCTIONS", and "ALLOTMENTS" fields.

**77 YTD ENTITLE:** The cumulative total of all entitlements for the calendar year.

**78 YTD DEDUCT:** The cumulative total of all deductions for the calendar year.