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We're on the Nevada
National Guard public
website at

[http://www.nv.ngb.army.mil/
nvng/index.cfm/
departments/human-
resources/](http://www.nv.ngb.army.mil/nvng/index.cfm/departments/human-resources/)

Look for us also on the
Army National Guard
Intranet and the Air
National Guard
Sharepoint!

Worker's Comp Claims

HOW TO COMPLETE ONLINE CA-1/ CA-2 AS A SUPERVISOR

- The first thing that should always happen if a technician is injured after the employee tells the supervisor they should contact HRO even if it's as small as a band aid or not injury no lost time HRO still need to know and if it's a serious injury we can get you a CA-16 which lets your employee get care right away.

-Step one is going to this website <https://extranet.apps.cpms.osd.mil/> then scroll to the middle of the page and click on the link [DIUCS: Filing CA-1/CA-2 Online](#)

Electronic Data Interchange (EDI)

-When the EDI application starts, a security notification screen will open. Select **OK** in order to access the application.

- Once the initial claim screen appears, the SSN and Date of Birth (DOB) are entered onto the screen as well as the type of claim being filed; Traumatic injury (CA-1) or Occupational Disease/Illness (CA-2).

- The EDI application then checks information from the Personnel database (DCPDS) using the SSN and DOB to verify that the individual is an employee. **If the SSN or DOB does match any re-**

cord in the database, the system will generate an error message. You will not be able to file electronically.

- Certain information will be filled in by the EDI application using information from the DCPDS (Personnel) system.

-The claim form's fields are color coded. Each different color signifies whether the data is required, optional or for information only. Place your cursor over each different colored field to see what the coding means. Yellow means optional White means mandatory and Gray means cannot be modify.

- Certain fields require information to be entered using a particular format. If the data entered is in an improper format, **the application will not allow any further information to be entered until the information is put in the proper format**

- The application contains certain features that make it easier to enter information into the form. Certain fields will display a searchable list of available values of that particular field. A message on the status bar at the bottom of the screen will let the user know if the **CTRL+L** function is available for that field.

-The last screen that requires information is the Supervisor Signature screen. The claim cannot be processed until information is entered

into this screen.

-Selecting the **View Claim** button at the bottom of the screen will allow the claim to be viewed and printed before submission to the ICPA.

- A dialog box will open presenting two options:

The first option is **View Claim for Printing and Submit to ICPA** - This option will open the claim in a .pdf format and then transmit the claim to the ICPA without any further action being taken.

-Once the claim has been printed it can now be submitted to the ICPA. Select the **Submit Claim** button at the bottom of the screen to initiate the submission of the claim form to the ICPA.

Contact your ICPA if you receive any error messages.

Once all of this is complete I will review it and complete my section. Send email back so you as a supervisor can sign it as well as a signature of the employee. Once you return it to ICPA it will be complete.

**POC: SGT Monica Marks,
775-884-8409**

HRO MISSION STATEMENT

The Human Resources Office (HRO) is a consolidated office that provides personnel, manpower management, and administrative support service for federal full-time personnel programs. The office serves as The Adjutant General's single point of control for managing and administering the Nevada Army National Guard and the Nevada Air National Guard full-time personnel programs.

PAA FAQ

PERFORMANCE APPRAISAL APPLICATION (PAA) FREQUENTLY ASKED QUESTIONS

Q. I cannot see one of my employees in the Performance Appraisal Application (PAA) main screen.

A. The employee has not done anything in the Performance Appraisal Application. Verify the employee is listed under "My Employee Information".

Q. I cannot see one or all of my employees in the —My Employee Information.

A. The hierarchy may need to be verified. Provide the classifier with an updated organization chart to include the technician position title, technician pay plan, occupational series and grade, and unit.

OR

The position may not be coded as a supervisor. Have the classifier verify both parts of this information.

Q. I cannot edit my/my employee's appraisal. Why?

A. On the main PAA page, verify who the current owner is. If you are not the owner, you can only view and can-not make any edits.

Q. I cannot do my self assessment. Why?

A. Verify the plan is approved. Make sure you have the correct tab high-lighted, either Interim Reviews, Annual Appraisal, or Other Assessments.

Q. How do I complete my self assessment?

A. Click on either Interim Reviews, Annual Appraisal, or Other Assessments tab. Make sure you select the radio button to the left of the job ob-

jective you are responding to, and scroll down. You will see a box for Employee Self Assessment. Once you have completed EACH assessment, scroll all the way to the bottom, and click Save and Return. Do this process for each assessment.

Q. How do I transfer to my supervisor?

A. Once you complete your assessment and save each one, scroll all the way to the top, and select Transfer to Rating Official with e-mail notification.

Q. I can see my employees self assessment, but I cannot create an assessment in the performance plan.

A. Make sure the correct appraisal tab is selected. Select the radio button to the left of each job objective and scroll down. You will see a box for Rating Official Assessment. Once you complete each assessment, make sure you enter a rating of record. Click on save and return to top of page. Do this process for each job objective.

Q. Can I print a copy of my plan?

A. Select the Reports/Forms tab and you will be able to select all or only portions of the plan you want to print.

Q. My appraisal is complete but I can no longer see it and I want a copy of it.

A. Below the Current Appraisals there is a link to Show Completed Plans/Appraisals. If you select the appropriate Appraisal Year and then the Find button, it will retrieve all available reports/forms in a PDF format to save or display.

Q. I click on the —Nextll tab but I cannot get to the assessment. Why?

A. Click on one of the assessment/appraisals tabs to get to the self assessment/rating official assessment.

Q. I am the Rating Official and the Higher Level Reviewer.

How do I know which responsibility I am under?

A. If you have edit capability on any of the screens, AND you are the owner of the plan/appraisal, you are in the Rating Official portion. The Higher Level Reviewer only has view capability.

Q. I completed my self assessment, and my Rating Official completed their assessment and I have my appraisal back. What am I supposed to do with it now?

A. Return the appraisal to your Rating Official and explain the appraisal must be approved by the Higher Level Reviewer. The Rating Official should select the "Annual Appraisal", and select the "Approvals and Acknowledgements" tab, then select the "start" tab towards the bottom portion of the page, to start the process going to the Higher Level Reviewer.

**POC: SMSgt Bill Schy,
775-887-7382**

CLASSIFICATION AND STAFFING

TEMPORARY LIMITED APPOINTMENT

A temporary limited appointment is a nonpermanent, nonstatus appointment to a position for a specified period of time not to exceed one calendar year. Temporary appointments are intended to meet legitimate nonpermanent staffing needs. Examples of appropriate use of temporary appointments include:

- (1) Filling a position to address a temporary workload peak or to complete a project;
- (2) Meeting a staffing need that is scheduled to be terminated within the one year timeframe for reasons such as abolishment, reorganization, or contracting out of the function, anticipated reduction in funding;
- (3) Filling positions temporarily because the positions are expected to be needed for placement of permanent employees who would otherwise be displaced

It is not appropriate to use a temporary appointment as an unofficial probationary period (unless specifically authorized as in the case of severely disabled or mentally restored employees) or as a means of avoiding the cost of paying employee benefits.

Time Limitations

A temporary appointment may be made for a specified period not to exceed one year. The appointment may be extended one additional year for a maximum of 24 months of total service. An appointment to a successor position a position that replaces and absorbs the position to which an individual was originally appointed is considered an extension, not a new appointment, in calculating the 24 month limitation. An appointment to a position involving the same basic duties in the same major subdivision of the activity and the same commuting area as the original appointment also is considered an extension rather than a new appointment.

The supervisor submitting the hiring action must certify that the employment need is truly temporary and that the pro-

posed appointment meets the regulatory time limits. The reason for making a temporary limited appointment must be stated.

Restriction on Filling Positions by Temporary Appointment

An activity may not fill a position by temporary appointment if that position has been filled by temporary appointment(s) for an aggregate of 2 years, or 24 months, within the preceding 3-year period.

Making Temporary Appointments

Temporary appointments may be made under:

- (1) Competitive procedures, such as an appointment under a competitive procedure or
- (2) Noncompetitive: The person to be appointed must still meet all applicable qualification requirements for the position. In order to ensure the qualification requirements of the position are met a complete application packet needs to be received in the HRO a minimum of a pay period prior to desired appointment date. A direct appointment packet consist of:

- (a) Properly filled out SF52 with all approvals signatures/endorsements as required by the directorate in the chain of command
- (b) SF181, Ethnicity and Race Identification form
- (c) OF306, Declaration for Federal Employment form
- (d) Current PQR/RIP
- (e) Current resume

Temporary employees do not serve a trial or probationary period. They are not competing employees under reduction in force. They may be terminated at any time upon written notice from the employing agency.

Excepted Service Appointments on a Time Limited Basis

Excepted appointments not-to-exceed one year are considered temporary and

are subject to the 24 month service limit and restrictions comparable to those pertaining to temporary appointments in the competitive service. Additional information is in 5 CFR 213.104.

All technician personnel action requests are to be sent to the NV HRO Technician Inbox:

ng.nv.nvarng.mbx.ngnv-hro-technician@mail.mil

POC: CMSgt Evelyn M. Anderson
(775) 887-7380
SGT Craig Kenison (Classification)
(775) 886-7737
TSgt Tony Rodriguez (Staffing)
(775) 887-7389

Training

The following training is scheduled in the upcoming months:

Fiscal Law, OTAG Auditorium, 26 - 29 March 2013

AGR New Hire Training, OTAG, 29 March 2013

NGB Technician Supervisor's Course, OTAG NCO Classroom, 30 April - 3 May 2013 (specific dates pending).

POC: Mr. Kevin Baugh,
775-887-7381

AGR Branch

AGR's have seen significant changes for the FY '13 year to include leave extension and TRICARE coverage. As a reminder, life changing events (i.e. child birth/ adoption, marriage, divorce) need to be reported to your administrative sections to keep your records current. If you recently extended, promoted or moved positions, make sure your paperwork is in order and check MyPay to confirm actions have taken effect.

This may seem like a repeat of last quarter however, it is very important to all of you. Authorized in the FY 13 NDAA (SEC. 521) we saw the change we all hoped for, Soldiers and Airmen can carry 75 days of annual leave through 30 September 2015. Leave balance on 1 October 2015; require being at 60 days.

Effective 15 February 2013, the Plumb Lane Armory TRICARE service center closed. This may cause concern for many of you or new hired AGR's along with retirees, the closure comes with a change in provider as well, "United Healthcare Military will begin to provide health care for TRICARE in the West Region starting April 1, 2013. Meanwhile, TriWest continues to serve the 2.9 million beneficiaries in the West Region through March 31, 2013." If you have not received your new cards for dependents, have questions or concerns, go to the website or call the number below for assistance: <http://www.tricare.mil/Welcome/MediaCenter/CurrentTopics/WestTransition.aspx>

<http://www.uhcmilitarywest.com/>

1-877-988-9378

POC: CW2 Erick Willrich
775-887-7384

EEO

Equal Employment Opportunity (EEO) Policy Statement

1. The Nevada National Guard is fully committed to maintaining a positive work environment that is productive and free from discrimination and bias. Leaders are responsible for ensuring that all **Federal Technicians** (Soldiers, Airmen, and Civilians) receive fair and equitable treatment on the basis of their capability and merit. I want to ensure we have a command climate that encourages employees to freely identify and report injustices and discrimination of any form, without the threat of intimidation or reprisal. I expect leaders, Soldiers, Airmen and Civilians to take swift and positive steps to eradicate bias behaviors and discriminatory practices.

2. It is the Nevada National Guard's policy to provide equal opportunity for all in areas of recruitment, hiring, promotions, transfers, reassignments, training, benefits and separations and in all policies affecting the treatment of National Guard Technicians.

3. Full support is necessary to ensure that equal employment opportunity (EEO) principles and practices are utilized throughout the Nevada National Guard. We must institutionalize an organizational climate of equity and fair treatment that is free of harassment in any form and respects the beliefs of others. All of us share in this responsibility, but leadership in particular must actively support this policy and take positive and meaningful steps within their own organizations.

4. A diverse workforce provides a variety of perspectives and talents that enhance the workforce and workplace and allows an organization to capitalize and better leverage our different strengths and skills within the organization. We benefit by effectively incorporating diversity and inclusion by attracting and retaining top talent as an employer-of-choice and maintaining an inclusive environment that enhances the contribution of all members to fulfill the organization's mission.

5. Prompt investigation of complaints is critical. Any person who believes that he or she has been the victim of unequal/discriminatory treatment, or has knowledge of this behavior, is urged to report such conduct immediately to their supervisory chain or to the State Equal Employment Manager. It is the goal of the NVNG to resolve and settle all com-

plaints and allegations of illegal discrimination fairly, equitably and expeditiously.

6. The increasing diversity of our state means that a multicultural workforce is a business asset and key to mission readiness. We must take advantage of all our combined strengths to make the Nevada National Guard the quality organization we all expect it to be.

POC: Ms. Alicia Nyland,
775-384-5845,
Cell: 775-230-1274

Weingarten Notice

Annual Notice of Right to Union Representation

1. This memorandum serves as Annual Notice of Right to Union Representation. The Civil Service Reform Act of 1978 gives technicians in units represented by an exclusive labor organization the right to have a union representative present at a meeting which involves examination by a representative of the agency in connection with an investigation. Section 7114 (a) of the Act states, in part, that:

“(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at-

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if:

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee, and

(ii) the employee requests representation.”

2. In compliance with section 7114 (a) (3) of the Act, you are hereby given the annual notice of the rights set forth above.