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## From the HRO

Priority number one for the HRO Team is the management and execution of the full time manning voucher. This directly supports the TAG's number one priority of Readiness. A fully executed and balanced full time force directly impacts the ability to maintain a ready force. Throughout the next two years, the HRO Team will focus on two essential tasks to further enhance the readiness of the full time work force. The first key

task will be accomplished during FY13 and will primarily focus on the authorizations and execution of our fulltime manning. The objective is to ensure organizations within the Nevada National Guard have their authorized manning according to the FY 13 Voucher. The Second Priority that will occur in FY 14 is the balance of AGR and Technician resources according to where those authorizations are earned. This

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will right size the full time force and ensure resources are being executed according to the current voucher. All manning actions will be directly coordinated with component Commanders and Staffs throughout the end of 4<sup>th</sup> Quarter FY 12. Readiness is critical to the execution of the Nevada National Guards mission and the balanced execution of our full time force is a vital component.

## Employee Relations & Benefits

### Coming Soon! 2013 FEHB Open Season

The dates for the 2013 Federal Employees Health Benefits (FEHB) Open Season are Monday, 12 November 2012 through Monday, 10 December 2012. We will be having Health Fairs for the Northern Nevada main locations (Reno ANGB, Stead AASF, and Carson City OTAG) on Friday, 2 November with times to be determined. Events for Southern Nevada are still to be determined.

### OPEN SEASON OPPORTUNITIES

During the annual Open Season, employees can take the actions listed below for the Federal Flexible Spending Ac-

count Program (FSAFEDS), Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Health Benefits (FEHB) Program.

Enroll in a **flexible spending account** – a health care and/or dependent care account, under the FSAFEDS Program. Unlike with other programs, employees **MUST** reenroll in FSAFEDS each year to participate. Enrollments **DO NOT** carry over from year to year. The maximum annual election for a Health Care Flexible Spending Account and the Limited Expense Health Care Flexible Spending Account will change from \$5,000 to \$2,500 for the 2013 Benefit Period. The maxi-

imum annual election for a Dependent Care Flexible Spending Account will remain \$5,000 for the 2013 Benefit Period. The minimum election for the flexible spending accounts will remain \$250.

Enroll in, change, or cancel an existing enrollment in a **dental plan** under the FEDVIP Program.

Enroll in, change, or cancel an existing enrollment in a **vision plan** under the FEDVIP Program.

Enroll in, change, or cancel an existing enrollment in a **health plan** under the FEHB Program.

Continued

We're on the Nevada National Guard public website at

<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!

## 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.



Scan above or visit the TSP website to view a short video about the TSP Roth feature.  
[www.tsp.gov/roth/index.shtml](http://www.tsp.gov/roth/index.shtml)

# More Employee Relations & Benefits

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## ELECTRONIC BROCHURES

In accordance with the Office of Personnel Management's Going Green initiative, all FEHB plan brochures for 2013 will soon be available at [www.opm.gov/FEHBbrochures](http://www.opm.gov/FEHBbrochures).

## WHERE TO GO FOR MORE INFORMATION

Visit [www.opm.gov/insure](http://www.opm.gov/insure) to learn more about these Programs. OPM will post FEHB and FEDVIP premium rates for 2013 in early October.

Need help deciding which plan is right for you or whether to sign up for a Flexible Spending Account? Visit [www.plansmartchoice.com](http://www.plansmartchoice.com), a free website that will pro-

vide custom recommendations for you based on your specific needs.

*PlanSmartChoice* is again available to all federal employees for the federal open season to make your health benefit decisions easier. It can help you address important questions: Is your health plan right for your family's personal and financial circumstances? Have you experienced a life changing event in the past year, such as the birth of a child? Would a Flexible Spending Account, a Health Reimbursement Account, or a Health Savings Account save you money?

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

**All Army Technician Appraisals are due 15 Aug 2012.**

**All Air Force Technician Appraisals are due 31 Aug 2012.**

All Technicians and Supervisors of Technicians must ensure that they have input their work email address into My Biz / My Workplace. Technician personnel files are transitioning into electronic files by Mid August thus supervisors and employees will only be notified of career information via email.

For more information about My Biz / My Workplace, Please contact **SSG Pak Castillo @ (775) 887-7306"**



## ROTH TSP

Department of Defense civilian employees are able to make Roth Thrift Savings Plan (TSP) contributions effective July 1, 2012. Roth TSP is an important new feature that will give greater flexibility in the tax treatment of employee contributions by providing the option for after-tax

contributions to TSP accounts. Roth TSP is not a Roth Individual Retirement Account (IRA). Unlike a Roth IRA, there are no income restrictions on contributions to the Roth TSP feature. This new TSP option is available to DoD civilian employees eligible to contribute to TSP. Roth

TSP contributions are tax-free when withdrawn; their earnings are also tax-free, as long as IRS requirements are met. All Roth TSP elections submitted on or before July 14, 2012, will be effective July 15, 2012.

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

# ANNUAL WEINGARTEN NOTICE

Annual Notice of Right to Union Representation For All Technicians, Nevada Army and Air National Guard

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 exami-

nation 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.

Copies of this policy and more are available in the Human Resources Office, and online on the HRO Intranet webpage and the HRO Internet webpage at <http://www.nv.ngb.army.mil/hro.cfm>

## EEO

Harassment and hostile work environment are not interchangeable terms. In other words, they are not the same thing — although they are definitely related.

A simple way to separate the concepts of harassment and hostile work environment is to think in terms of verb and noun, or action and result. Harassment consists of actions (verb) that are abusive in nature, and which, if severe enough and/or repeated often enough, can result in the creation of a specific type of work environment (noun) that we could describe as hostile.

Although somewhat useful, that separation of terms leaves

unanswered the question of what, specifically, constitutes harassment. For an answer to that question we could look to a standard dictionary, of course, which would tell us that harassment consists of actions taken to worry, torment, or disturb an individual.

*Black’s Law Dictionary* tells us that harassment can be defined as “words, gestures and actions which tend to annoy, alarm and abuse (verbally) another person.” Such “words, gestures and actions” may, according to *Black’s*, include “insults, taunts, challenges, or offensive touching.”

The picture is beginning to come into better focus, but this still presents something less than a crystal clear working definition of harassment, doesn’t it?

Unsurprisingly, the most current — and most helpful — definition of harassment is to be found in the principles that the EEOC and courts have laid down in the course of ruling on numerous sexual harassment complaints. Although the offensive behavior involved in these benchmark cases was sexual in nature, rather than, say, motivated by a target individual’s national origin, the criteria set forth in these cases are, nonetheless, fully applicable in identifying harassment based upon any other basis prohibited under Title VII.



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

# AGR Branch

As many of you are aware, there have been several personnel changes within the AGR Branch. Below are your branch POC's along with areas of responsibility.

CW2 McPherson, Zach/ AGR Manager:

FTM VOUCHER  
AGR POLICY  
AGR MOVES/ TRANSFER (97's)  
FINANCE  
MOB SUPPORT/ FTE's/ CMD  
DRCT ADOS  
FTSMCS  
ASMB

SFC Schinzing, Ben/ Retirements, Boards and AF NCOIC:

RETIREMENTS  
DISCHARGES/ SEPARATIONS/  
214's  
RETIREMENT BRIEFINGS  
PCS  
ACB  
AIR AGR TRACKING  
AIR AGR ORDERS

SFC Anderson, Troy/ Staffing NCOIC:

ARMY ORDERS, PAY DOCS  
AIR/ ARMY JOB BOARDS  
AIR/ ARMY JOB POSTINGS  
ARMY ADOS MANAGEMENT  
AGR NEW HIRES  
NEW HIRE TRAINING  
AGR MOB/ DEMOB  
ARMY AGR TRACKING

SPC Marks, Monica/ Admin Specialist:

AGR DCPDS  
DTS VOUCHERS AND AUTHORIZATIONS  
ORGANIZATIONAL HRO  
STAFFING  
AGR APPLICATIONS/ ADOS  
PACKET QUALIFICATION

**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.

**TRICARE Dental Program** – MetLife began administering the TRICARE Dental Program effective 1 May 2012. Service Members and family members should have received information from MetLife via USPS mail and E Mail. The transition to MetLife will only affect 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, TSP forms, CSB Redux, DA Form 5960 (BAH), W4, DA 4187 (Selling leave, meal collection and confinement and sick-in-hospital for more than one day, and DA Form 4836 Extensions.

**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.

**PCS** – If you are completing a PCS move, you will need to coordinate with HRO and the servicing Transportation Management Office (TMO) to complete this process.

**TRIWEST Online Referral / Authorization Submission:** All registered providers on the secure provider portal at [www.triwest.com](http://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](http://www.triwest.com/provider) to sign up. 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.

**LEAVE-** Leave carry over for FY13 is 75, presently it is not know if this will carry into follow on FY's. It's recommended that Commanders and employees alike begin to draw leave balances closer to 60 in anticipation that this provision is not extended.



**POC: CW2 Zach McPherson,  
775-887-7384**