



**JOINT READINESS TRAINING CENTER AND FORT POLK
CPAC/NON-APPROPRIATED FUND (NAF)
FORT POLK, LOUISIANA 71459-5341**

*“ARMY CIVILIAN PERSONNEL PROFESSIONALS –
HELPING LEADERS MEET THE MISSION”*



**NAF NEWS BULLETIN
NUMBER 5**

MAY 2012



MEMORIAL DAY FACTS:



*Memorial Day, originally called
Decoration Day, is a day of
remembrance for those who have died
in our nation's service.*

MEMORIAL DAY:

MONDAY, MAY 28, 2012



**MEMORIAL DAY HOLIDAY-
LIBERAL LEAVE/TRAINING HOLIDAY**

1. On Friday, 25 May 2012, a liberal leave policy will be in effect for all civilian employees EXCEPT KEY AND ESSENTIAL PERSONNEL at Fort Polk to the extent that necessary services and mission accomplishments are not adversely affected. Upon request, all other civilian employees, whose services are not required, will be granted annual leave or leave without pay, as appropriate, on that date. Employees who do not have leave to their credit, or who do not wish to take leave and whose services cannot be utilized on their regular job on that date, will be assigned to other acceptable work. Supervisors of such employees should make every attempt to find suitable work within their organization. The Civilian Personnel Advisory Center should be contacted at telephone 531-1840 for assistance in arranging for necessary work outside organizational boundaries.

2. Provided below is guidance regarding the holiday observing MEMORIAL DAY for civilian employees paid from Non-appropriated Funds:

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CIVILIAN EMPLOYEES PAID FROM NONAPPROPRIATED FUNDS: All full-time and part-time civilian employees paid from non-appropriated funds who have a 5 day regularly scheduled work week with the tour of duty scheduled Monday through Friday and whose presence is not required to perform essential duties, will be excused from duty without loss of pay or charge to leave MONDAY, 28 MAY 2012 and receive pay at their basic rate of compensation. However, in the case of regularly scheduled full-time or part-time employees who work at least five days per week and have an irregular tour of duty, the holiday will be the day of the regularly scheduled administrative work week that immediately precedes or immediately follows the legal holiday. Management may designate alternative days to be observed as the holiday when strict observance of the "day preceding or day following" rule would result in disruption to the NAFI. Those employees who are not excused from duty in accordance with the above guidelines will be entitled to premium pay.

3. The Civilian Personnel Advisory Center/NAF Human Resources Office, should be contacted at telephone 531-6301 for assistance and further information.



Control Your Pay With myPay!

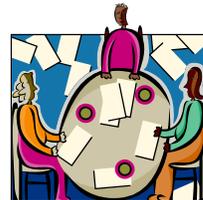
<https://mypay.dfas.mil>

The NAF HR Office highly encourages ALL NAF employees to register with myPay as soon as possible to avoid stressful, frustrating situations in the future. The fastest way to access LESs and the 2011 W-2's is through myPay – so don't delay!

WELCOME NAF NEW HIRES!

APRIL

- Ms. Linda Campbell (CDC-575380 vice Mills):
Child & Youth Program Assistant
- Ms. Amber Marks (CDC-632677 vice Weatherholt):
Child & Youth Program Assistant
- Ms. Patricia Montoya (CDC-561268 vice Ferguson):
Child & Youth Program Assistant
- Ms. Danika Siegfried (CDC-525977 vice New):
Child & Youth Program Assistant
- Ms. Ashley Bishop (CDC-617253 vice Jeffrey):
Child & Youth Program Assistant
- Ms. Davette King (CDC-615966 vice Wright):
Child & Youth Program Assistant
- Ms. Margaret Morrison (CDC-342157 vice Bedell):
Child & Youth Program Assistant



**Interactive
Customer
Evaluation**

IF YOU HAVE BEEN SATISFIED WITH THE SERVICE PROVIDED TO YOU AT THE NAF HR OFFICE, PLEASE LET US KNOW! GO TO THE WEBSITE BELOW, CLICK ON PERSONNEL SERVICES, THEN CPAC – NONAPPROPRIATED FUND (NAF).

http://ice.disa.mil/index.cfm?fa=site&site_id=257&service_category_id=33



Introducing My Biz and My Workplace

My Biz and My Workplace are innovated Self-Service HR modules that allow you to access your personal information.

Employees are able to log-on to My Biz to view personnel information and to update certain personal information as well as obtain employment verifications.

Managers and supervisors can log-on to My Workplace to view personnel information for their employees in one place.

Information on logging in and accessing the information is available at the NAF HRO! Please stop by today to obtain this valuable information.



NEW Employment Verification Tool

myBiz Employment Verification is a Self-Service tool allowing employees to submit employment information to an external organization (business, bank) directly from DCPDS and sent via secure internet. Employees are in complete control of who receives this information.

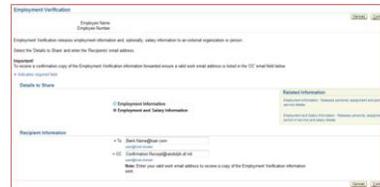
NAVIGATOR

From the Navigator page, select My Biz and then Employment Verification:



EMPLOYMENT VERIFICATION Page

There are two selections under **Details to Share** - Employment Information (Name, current date, Job, Organization, Last 4 of SSAN, Employment Status, start dates, and Rate of Pay) and Employment and Salary Information, which shows the same employment information, plus total salary.



Recipient Information allows external email addresses to be entered. If there is an email address in My Biz, (go to update My Information) it will auto populate the CC line - or another email can be entered. Both the TO and CC fields must contain a valid email format.

HINT: Always send a copy to yourself – you will receive the exact same email the external organization will receive - with a date/time stamp, the email addresses sent and the employment information sent.

The cancel button returns to the My Biz home page and no information is sent.

Select Continue to acknowledge and submit.

EMPLOYMENT VERIFICATION – ACKNOWLEDGE AND SUBMIT Page



Recipient Information – shows the exact email addresses the employment information will be sent.

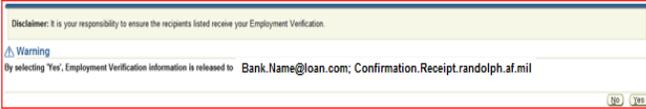
This is a good point to ensure the email addresses are correct in spelling and format, if not, select BACK.

NOTE: At this time the salary does not display on the Acknowledge and Submit screen, under Work Telephone, but will display on the email. To review the salary prior to submitting, return to the Navigator page and select My Information, then the Salary Tab.

The employment data elements show the same information available in My Biz, My Information which can be reviewed prior to sending the employment verification. Selecting **ACKNOWLEDGE AND SUBMIT** will pre-position your request with a warning notice on the next screen. The **BACK** button can be used to return to the previous screen or **CANCEL** – which returns the employee back to the Navigator page.

WARNING

Once again, the **WARNING** page shows the email addresses that will receive the employment information. Take note of the Disclaimer – it is your responsibility to ensure the recipients receive the Employment Verification. Select **YES** to receive a confirmation notice or **NO** to take you back to the previous page.



CONFIRMATION

This page again shows the email addresses the employment information was sent to. Check your email for the CC copy.



To submit Employment Verification comments and/or suggestions via the Self Service interactive customer evaluation (ICE) tool, log into My Biz and select the ICE myBiz link.



**MAY PAY DAYS:
MAY 2
MAY 16
MAY 30**

MAY BIRTHDAYS!



The NAF HR Office would like to wish all of our NAF employees who will be celebrating a birthday in May a very Happy Birthday! Enjoy your special day!

Got a question for the NAF Staff, but you're not sure who to contact? Well, just email your question or concern to:

ftpolknafcpac@polk.army.mil



Until Every One Comes Home.®



**NAF HRO –
HOURS OF OPERATION**

**MONDAY - FRIDAY
8:00 AM TO 4:30 PM
AND FIRST FRIDAY OF
EACH MONTH:
8:00 AM TO 12:00 PM**

CLOSED ON FRIDAY, MAY 4TH

Mother's Day is Sunday, May 13th



Don't forget!



CONGRATS 2012 GRADUATES!



US ARMY NAF EMPLOYEE GROUP LIFE INSURANCE PLAN

·BASIC LIFE INSURANCE OF ONE OR TWO TIMES SALARY UP TO \$250,000

·REASONABLE GROUP RATES – 50% OF BASIC LIFE PREMIUM PAID BY YOUR EMPLOYER

·OPTIONAL LIFE INSURANCE UP TO TWO TIMES BASIC INSURANCE UP TO \$500,000; EMPLOYEE PAYS FULL PREMIUM AT GROUP RATE

·ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS INCLUDED AT NO ADDITIONAL CHARGE

·FREE DEPENDENT LIFE INSURANCE IF ENROLLED IN BASIC LIFE OF \$5,000 FOR SPOUSE AND \$2,500 FOR EACH DEPENDENT CHILD

·ADDITIONAL OPTIONAL DEPENDENT LIFE INSURANCE IN INCREMENTS OF \$5,000 FOR SPOUSE AND \$2,500 FOR EACH DEPENDENT CHILD UP TO \$25,000 FOR SPOUSE AND \$12,500 PER DEPENDENT CHILD

·LIVING BENEFITS IF DOCTOR CERTIFIES LESS THAN ONE YEAR TO LIVE. CAN RECEIVE UP TO HALF OF BASIC LIFE INSURANCE WHILE LIVING

·FREE RETIREE LIFE INSURANCE IF YOU MEET MINIMUM QUALIFICATIONS AND ELECT IMMEDIATE RETIREMENT BENEFIT



TEEN JOB FAIR



Thursday, May 15th, 2012
Siegfred Youth Center
4-6 pm



**EMPLOYEE BENEFITS ONLINE
QUICK START GUIDE**



The new version of the NAF Employee Benefits Online System is now ready for use. This new system provides you with enhanced capabilities to view your Benefits Record and the ability to run your own Retirement projection any time you want.

The new system is secure and easy to use. Simply click on this link <https://client.sbcsystems.com/ARMYess/> At the LOGIN screen, enter your Social Security Number without dashes as your initial User ID.

Then enter your birth date as your initial Password, configured as MMDDYYYY. The system will then tell you to change your User ID and Password. Both must be ten alpha/numeric characters in length. Make sure you record your User ID and Password, and once in the system, please enter your email address, as this will be used to reset your password, should you forget it.

Once you are logged in, all the information you need is on the screens, but if you would like to obtain more detail on how to operate in the system, go to the Benefits Online Section of the Benefits web site, www.NAFBenefits.com and access the Procedures Manual.

We think you will be pleased with this new version of the system, which has enhanced capabilities and positions us for implementation of Employee Self Service in the not too distant future.

If you have questions about your Benefits Record, please click on Contact Your Personnel Office. If you need help with the system, please click on Contact the Employee Benefits Office. And, if you need more information about NAF Employee Benefits, click on the URL for the NAF Benefits web site.



Civilian Record Brief (CRB)

The Department of the Army has developed a Civilian Record Brief (CRB) for all Civilian Appropriated Fund and NAF employees. Currently there is no specific Local National version of the Civilian Record brief, but we are planning for that future capability.

The CRB is a one-page snapshot of an employee's official data pulled from various sources, such as MyBiz, Defense Civilian Personnel Data System (DCPDS), and Training Management Systems. By putting all of this information on a single, easily viewed document, you will have an uncomplicated method for reviewing your data contained in your MyBiz and DCPDS records and taking

steps, if necessary, to update or correct the data.

The 10 sections of data reported on the CRB are a concise reflection of your work experience, education, training, awards, professional licenses and certifications, performance ratings, foreign language proficiency, security investigation status, personal and emergency contact information, position description, current and previous assignment history, and other data regarding your federal civilian service.

You can review and update your CRB through the CPOL Portal by navigating to www.cpol.army.mil, click on the Employee tab, then "Go!" in the Employee Data portlet. The link to the Civilian Record Brief (CRB) is located in the left pane under Self Service Applications.

Please Note! It is expected that there will be VERY heavy volumes of traffic to this new tool over the coming weeks as you and all of our thousands of Army colleagues log in and try it out. Please be patient and if you experience slow response times or an error, we ask that you simply try again a little later in the day.

Keeping your CRB updated is voluntary on your part, but you are encouraged to review your CRB for accuracy, and update it as necessary following the easy instructions in the Quick Guide available through your NAF HR Office.

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. polk.nafcpac@conus.army.mil
2. Call 531-6631

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//

DEYKA FARRAR

NAF Human Resources Officer

Civilian Personnel Advisory Center