



**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 8**

**AUGUST 2011**

# BACK TO SCHOOL!



**August 11<sup>th</sup> –  
1<sup>st</sup> day of school!**



**Control Your Pay With myPay!**

<https://mypay.dfas.mil>

If an employee does not have a valid PIN to access myPay.dfas.mil, a new PIN may be requested at the above website. Select NEW PIN under NEED A NEW PIN option on the myPay homepage. The process will issue a new random temporary PIN number that will be mailed to the employee’s house via postal mail. After they receive their PIN number in the mail, they can then log on to the myPay website, create their personalized PIN number and print out copies of their Leave & Earnings Statements (LES) as well as their W-2’s come tax season.



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# WELCOME NAF NEW HIRES!

JULY

Melissa Henry, Supervisory Program Specialist (CYS Services)  
 Jessica Reynolds, Child & Youth Program Assistant  
 Melanie Bush, Administrative Assistant (CYS)  
 Melissa Adkins, Child & Youth Program Assistant  
 Rebecca Politz, Child & Youth Program Assistant  
 Halaine Shaw, Recreation Assistant  
 Dale Greenberg, MWR Partnership Specialist  
 Arlene Broadhurst, Child & Youth Program Assistant  
 Shaquanda Pate, Child & Youth Program Assistant  
 Samantha Fleming-Giffing, Child & Youth Program Assistant  
 Quineisha Condry, Administrative Assistant (CYS)  
 Brenda Stroh, Child & Youth Program Assistant  
 Heidi Pingleton, Child & Youth Program Assistant  
 Tamara Taylor, Budget Analyst  
 Ronald Drake, Security Guard



All NAF employees are invited to participate in the 2011 “Feds Feed Families” Food Drive, which continues through August. Your contributions of non-perishable food items will be collected weekly by the Better Opportunities for Single Soldiers (BOSS) program. Primary collection sites are the Commissary, AAFES Exchange, Headquarters (Bldg 350) and the Parent Central Services offices at Bldg 400. Barksdale Federal Credit Union and Sabine State Bank are also serving as collection centers.

Among the most sought-after foods are canned meats such as tuna or chicken, canned vegetables and fruits, stews and soups, or dried food such as beans, peas and pasta.

For more information, call 531-4470/1948.



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



*Until Every One Comes Home.™*



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](mailto:ftpolknafcpac@polk.army.mil)





Introducing My Biz and My Workplace

MyBiz is now fully available for NAF employees! To assist you, please find some very useful training aids at (downloadable):

[https://www.chra.army.mil/catalog/NAF%20mybiz\\_myworkplace.htm](https://www.chra.army.mil/catalog/NAF%20mybiz_myworkplace.htm)

If you haven't done it already, it is highly recommended that you go in and update your Handicap Code, Language Information, US Federal Ethnicity and Race Category as well as your Emergency Contact information! It is very important to have up-to-date information in these and other fields within myBiz!



AUGUST BIRTHDAYS!



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



NAF PAY DAYS FOR AUGUST

AUGUST 10<sup>TH</sup>  
&  
AUGUST 24<sup>TH</sup>



**NAF HRO – HOURS OF OPERATION**  
  
**MONDAY - THURSDAY**  
**8:00 AM TO 4:30 PM**  
**FRIDAY –**  
**8:00 AM TO 12:00 PM (1<sup>ST</sup> FRIDAY OF THE MONTH ONLY)**

**AUGUST BIRTHMONTH  
TRAINING DATES:**

**Tuesday, August 2nd  
&**

**Wednesday, August 3rd**

**Ft. Polk Education Center, Room 223**



**OPERATION EXCELLENCE  
CUSTOMER SERVICE TRAINING  
FY11 DATES**

- 24 Aug
- 25 Aug
- 21 Sep
- 22 Sep

**If you plan on attending the August training, please contact the DFMWR point of contact at 531-4242 asap!**



FMWR ONLINE TRAINING TO BE COMPLETED WITHIN THE FIRST 30 DAYS OF EMPLOYMENT AT: [www.imcomacademy.com](http://www.imcomacademy.com)



***Tips on Managing the Heat***

The risk of heat exhaustion and heat stroke rises along with the temperature and humidity. **Heat illnesses** occur when the body's cooling mechanism becomes overloaded. When the heat starts to rise - slow down. Regardless of your activity level, drink more fluids - your body needs water to prevent dehydration during warm summer days. Stay away from liquids that contain caffeine, alcohol, or large amounts of sugar. Stay indoors or in shaded locations; wear lightweight, light-colored, loose-fitting clothing; and limit your outdoor activity to morning or evening hours when it is cooler outside.

***Signals of Heat Emergencies***

**Heat exhaustion** is a milder form of heat-related illness that can develop well after dehydration occurs. Those most prone to heat exhaustion include the elderly, those with high blood pressure, and children. Some symptoms of heat exhaustion include: cool, moist, pale or flushed skin; muscle cramps; heavy perspiring; nausea and sometimes vomiting; weakness; dizziness; dry mouth; and a headache. Heat stroke is a life-threatening situation. It occurs when the body is unable to regulate its temperature. Heat stroke can occur within 10-15 minutes of the first symptoms. Signs of heat stroke include: very high body temperature (above 103 degrees); hot, dry, red skin; no sweating; nausea; dizziness; confusion, disorientation, hallucinations; or loss of consciousness.

***Treatment of Heat Emergencies***

If you feel you are suffering from **heat exhaustion**, it is important to get out of the sun and into a cool place; loosen clothing; drink water/fluids (be sure to avoid caffeine and alcoholic beverages); take a cool shower, bath or sponge bath; and rest. Heat Stroke is a medical emergency - have someone call for immediate medical assistance while you begin cooling the victim. Get the person to a shaded area; cool him/her rapidly using whatever methods you can (immerse in a tub of cool water, place in a cold shower, spray with cool water from a garden hose); do not give fluids; if convulsions occur, keep the victim from injuring himself; call the hospital emergency room for further instructions if medical assistance is delayed in responding.



The Army Career & Alumni Program and CivilianJobs.com will host a Career Expo September 15, 2011 at Ft. Polk, LA.

NOTE: Non-ID cardholders who are veterans MUST pre-register online for the career expo no later than August 31, 2011 in order to have their name added to the base access roster for entrance to the installation and to participate in the matching process.

More than 40 military-friendly organizations will be on hand to speak with and interview job seekers. These organizations include corporate employers, law-enforcement agencies and educational institutions, hiring locally or seeking candidates for nation-wide placement.

We encourage you to visit [www.civilianjobs.com](http://www.civilianjobs.com) <<http://www.civilianjobs.com/>> to learn more about our career expos and our career expo schedule. The career expos are open to all military ID card holders and their spouses, military retirees and veterans and any base personnel interested in attending.

Please call (678) 819-4132 for questions about the career expo or registering on the website.

Visit [www.MilitarytoCivilian.com](http://www.MilitarytoCivilian.com) <<http://www.militarytocivilian.com/>> for a blog devoted to helping transitioning military and prior-military find careers in the civilian world. Topics include resume tips, how to translate your military experience into terms a civilian hiring authority can understand, hot career areas for military-experienced job seekers, career coaching, and more.



The process for new employees to obtain an Outlook account has changed effective immediately. This is the new order to be followed:

CPAC > MANAGEMENT > IN AND OUT PROCESSING  
- CAC ID > DFMWR SECURITY - DOUG CUNNINGHAM  
> IAO TRAINING - EARL EAST.

As a supervisor you are required to assist your newly in-processed employees by sponsoring them in obtaining an AKO Account. In addition to sponsoring your employees, you are now required to electronically initiate DD Form 2875 and electronically sign and forward to Earl East. Once you have completed this step, employees will be able to obtain a CAC Card through In and Out Processing - ID Card Section. After their CAC Card is obtained, employees will report to Doug Cunningham in building 350 for a security check and finally to Earl East for training. This training will take approximately 2-3 hours to complete and will only be offered on Monday and Friday from 0900-1100 at Bldg #2201 (IT Office - Bldg next to red & white water tower between Alabama and Georgia).

It is requested that this process is completed within 2-3 days in order for NEC to process the request and establish the new outlook accounts timely. The sooner you, as a supervisor, sponsor your employees and complete DD Form 2875, the sooner your employees will be fully functional.

Thank you for your immediate attention and cooperation with this important matter.

For all questions related to these changes please contact Earl East at (337)353-3401.



**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@us.army.mil](mailto:polk.nafcpac@us.army.mil)
2. 2. Call 531-6301.

Suggestions will be reviewed and addressed if at all possible.