



**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 12**

DECEMBER 2011

**HAPPY
HOLIDAYS!**



The NAF HR Office
would like to wish
all NAF employees
Happy Holidays!

A Different Christmas Poem

The embers glowed softly, and in their dim light, I gazed round the room and I cherished the sight.

My wife was asleep, her head on my chest, my daughter beside me, angelic in rest.

Outside the snow fell; a blanket of white transforming the yard to a winter delight.

The sparkling lights in the tree I believe; completed the magic that was Christmas Eve.

My eyelids were heavy, my breathing was deep, secure and surrounded by love I would sleep.

In perfect contentment, or so it would seem, so I slumbered, perhaps I started to dream.

The sound wasn't loud, and it wasn't too near, but I opened my eyes when it tickled my ear.

Perhaps just a cough, I didn't quite know, then the sure sound of footsteps outside in the snow.

My soul gave a tremble, I struggled to hear, and I crept to the door just to see who was near.

Standing out in the cold and the dark of the night, a lone figure stood, his face weary and tight.

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A soldier, I puzzled, some twenty years old, perhaps a Marine, huddled here in the cold.

Alone in the dark, he looked up and smiled, standing watch over me, and my wife and my child.

'What are you doing?' I asked without fear, 'Come in this moment, it's freezing out here!

Put down your pack, brush the snow from your sleeve, you should be at home on a cold Christmas Eve!'

For barely a moment I saw his eyes shift, away from the cold and the snow blown in drifts. . .

To the window that danced with a warm fire's light then he sighed and he said 'Its really all right, I'm out here by choice. I'm here every night.'

'It's my duty to stand at the front of the line; that separates you from the darkest of times.

No one had to ask or beg or implore me, I'm proud to stand here like my fathers before me.

My Gramps died at 'Pearl on a day in December,'

Then he sighed, 'That's a Christmas 'Gram always remembers.'

My dad stood his watch in the jungles of 'Nam', and now it is my turn and so, here I am.

I've not seen my own son in more than a while, but my wife sends me pictures, he's sure got her smile.

Then he bent and he carefully pulled from his bag, the red, white, and blue... an American flag.

I can live through the cold and the being alone, away from my family, my house and my home.

I can stand at my post through the rain and the sleet; I can sleep in a foxhole with little to eat.

I can carry the weight of killing another, or lay down my life with my sister and brother. . .

Who stand at the front against any and all, to ensure for all time that this flag will not fall.'

'So go back inside,' he said, 'Harbor no fright, Your family is waiting and I'll be all right.'

'But isn't there something I can do, at the least, 'Give you money,' I asked, 'or prepare you a feast?

It seems all too little for all that you've done, for being away from your wife and your son.'

Then his eye welled a tear that held no regret,

'Just tell us you love us, and never forget.

To fight for our rights back at home while we're gone,

To stand your own watch, no matter how long.

For when we come home, either standing or dead,

to know you remember we fought and we bled.

Is payment enough, and with that we will trust,

That we mattered to you as you mattered to us.'



Until Every One Comes Home.®



NAF EMPLOYEE BENEFITS FULL OPEN SEASON

In order to provide all employees an opportunity to enroll in the Flexible Spending Accounts (FSA), the NAF Employee Benefits Office is extending the Open Season enrollment through 28-DEC-2011. Please remember that this extension is granted for FSA enrollment only. All other authorized Open Season activities seized 30-NOV-2011.

The NAF HR Office would like to thank all employees that took the time to stop by during the Full Open Season from October 31st through November 30th.

WELCOME NAF NEW HIRES! NOVEMBER

- Ms. Lynnetta A. Hicks-Bell, Child & Youth Program Assistant
- Ms. Erica Nastaj, Lead Child & Youth Program Assistant
- Ms. Tau Mee King, Child & Youth Program Assistant
- Ms. Rebecca Lewis, Child & Youth Program Assistant
- Ms. Jennifer Shaw, Child & Youth Program Assistant
- Ms. Carrie Smith, 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



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

polk.nafcpac@conus.army.mil



Civilian Fitness Program

There will be another session starting in May 2012 with registration in March of 2012.



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

If you haven't done it already, it is highly recommended that you gain access and explore MyBiz.

MyWorkplace access is also available for managers.



DECEMBER BIRTHDAYS!



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

MEMORANDUM FOR All NAF Employees

SUBJECT: Form W-2's

The NAF HR Office has received notification from NAF Financial Services (NFS) that they will be producing only one Form W-2 for each employee this year. As we found out last year, the Post Office does not forward Form W-2s if the employee has moved. **NAF Financial Services will NOT re-print a lost/missing Form W-2 under any circumstances.** If you do not receive your Form W-2, it will be your responsibility to go on the mypay.com website and print out a copy. (Please see below for instructions.)

To avoid as many issues as possible we are requiring the following:

- 1) Please check the address on your LES to make sure that it is correct.
 - a) If your address *is correct*, please indicate below, sign and **return the memo to your supervisor**.
 - b) If it *is NOT correct*, please indicate below, **return the memo to your supervisor** and stop in at the NAF Personnel office at 2271 Louisiana Avenue to fill out the appropriate forms **NLT 1200 on 16 DEC 11**.

NFS requires all change of addresses by 16 DEC 11 to make the Form W-2 mailing deadline.

For those employees who have turned off the hard copy LES, please remember to verify in myPay that your address on file is correct.

NFS will mail hard copy W-2s out to every employee. For tax purposes, employees will still need to make sure their address is printed correctly on their W-2 form by the 16-DEC-11 deadline.

***DEADLINE IS FRIDAY, DECEMBER 16TH!**



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. Remember the deadline for changes of address to NFS is December 17th!



**NAF HRO –
HOURS OF
OPERATION**

**MONDAY -
THURSDAY
8:00 AM TO 4:30
PM**

**First Friday of
each month
0800 – 1200 Noon**

Check out the new NAF Homepage at:
www.jrtc-polk.army.mil/cpac/naf.htm



HOLIDAY PAY

Civilian Employees Paid From Nonappropriated Funds:

All full-time and part-time civilian employees paid from nonappropriated 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 and will receive pay at their basic rate of compensation.

All regularly scheduled employees are entitled to holiday pay under the following conditions:

- (1) An employee eligible for holiday pay who is precluded from working due to observance of a holiday is entitled to the basic rate of pay for scheduled non-overtime hours.
- (2) An eligible employee who is required to perform work on a holiday that falls within their regular schedule will be paid the basic rate plus premium pay at a rate equal to the basic rate of pay for scheduled non-overtime hours.
- (3) Premium pay for holiday work is in addition to overtime pay, night shift differential, or premium pay for Sunday work and is not included in the rate of pay used to compute overtime pay, night shift differential or Sunday premium pay.
- (4) To be eligible for holiday pay, an employee must be in a pay status immediately before or immediately after the holiday.
- (5) FLX as needed employees have no entitlement to holiday pay.

NAF PAY DAYS FOR DECEMBER



DECEMBER 14th

DECEMBER 28th

MEMORANDUM FOR NAF EMPLOYEES

SUBJECT: Expanded Family Friendly Leave Policies for Nonappropriated Fund (NAF) Employees

1. References:

- a. Office of Personnel Management (OPM) memorandum, June 14, 2010, subject: Final Regulations on Definitions of Family Member, Immediate Relative, and Related Terms.
- b. OPM memorandum, August 31, 2010, subject: Interpretation of "Son or Daughter" Under the Family and Medical Leave Act (FMLA).
- c. OPM memorandum, September 10, 2010, subject: Extension of 24-Hour LWOP Family Support Policy to Same-Sex Domestic Partners of Federal Employees.
- d. Department of Defense Instruction 1400.25, Subchapter (SC) 1406, SC1406.2.2.5.
- e. Army Regulation 215-3, NAF Personnel Policy, August 29, 2003.

1. References 1.a. through 1.c. expand definitions and leave options for appropriated fund employees to meet their family responsibilities. These policies have

been administratively adopted for NAF employees.

2. Reference 1.a. notifies agencies that the OPM has issued final regulations expanding the definitions in 5 C.F.R. part 630 related to "family member and immediate relative" for the use of sick leave, funeral leave, and voluntary leave transfer. The new and expanded definitions of "family member and Immediate Relative" in 5 C.F.R. part 630 now cover grandparents and grandchildren, same-sex and opposite-sex domestic partners, step parents, step children, foster, guardianship, and similar relationships, and the spouses or domestic partners of those covered individuals.
1. Under 5. C.F.R. 630.201 (b), a domestic partner is defined as an adult in a committed relationship with another adult, including both the same-sex and opposite-sex relationships. A committed relationship is one in which the employee, and the domestic partner of the employee are each other's sole domestic partner (and are not married to or domestic partners with anyone else); and share responsibility for a significant measure of each other's common welfare and financial obligations. This includes, but is not limited to, any relationship between two individuals of the same or opposite sex that is granted legal recognition by a State or by the District of Columbia as a marriage or analogous relationship (including, but not limited to, a civil union).
2. Please note that the new definitions of "family member and immediate relative" do not apply to FMLA. The situations in which an employee can invoke FMLA and the individuals for whom an employee can provide care under the FMLA are specified in law.
3. Reference 1.b. clarifies the definition of "son or daughter" under the FMLA as it applies to an employee standing "in loco parentis" to a child. Previous FMLA

regulations defined "in loco parentis" situations to include employee with day-to-day responsibilities to care for and provide financial support for a child. The new interpretation includes employees with day-to-day responsibilities to care for or provide financial support for a child.

4. Reference 1.c. implements section 1 (a) (vi) of Presidential memorandum, June 2, 2010, subject: Extension of Benefits to Same-Sex Domestic Partners of Federal Employees, Under the extended family support policy referenced in 1.c., regular employees and regularly scheduled flexible (FLEX) employees in a continuing position, who have same-sex domestic partners, may use up to 24 hours of LWOP in a leave year to meet the needs of an employee's same-sex domestic partner or the partners children for (1) school and early childhood educational activities; (2) routine family medical purposes; and (3) elderly relatives' health or care needs. The term "same-sex domestic partner" has the same definition given the term in 5 C.F.R. part 630.
5. The 24 hour LWOP provision is also being extended to all regular employees and regularly scheduled FLEX employees, including those with opposite-sex domestic partners, pursuant to the authority to schedule work and manage leave and absences. The term "opposite-sex domestic partner" has the same definition given the term in 5 C.F.R. part 630.
1. Activities are reminded to meet any applicable labor relations obligations prior to implementing these policies.
2. The point of contact is the NAF Human Resources Policy and Program Division, 703-325-7763 or DSN 221-7763.



Tis the season to eat, drink, and gain weight? Not necessarily. True, the holiday season also known as feasting season has officially arrived, it seems as if it has become synonymous with an abundance of eating and lack of exercise. It is almost to be expected that during this time you will gain weight, with the holiday parties and office Christmas potlucks who can blame you? As a matter of fact, statistics show that Americans tend to gain about 1 to 10 pounds during the holiday season. The holidays are a time of celebration and family and a time to enjoy grandma's full fat sweet potato pie and not feel guilty about it. Realistically this would not be the ideal time to try and lose weight because the temptations are endless. However, this does not mean it is a time to lose your health either. Ironically, November is known as Good Nutrition Month and a healthy approach to eating and weight management can be taken during this holiday season with these simple healthy tips.

1. Be realistic- Maintain your current weight instead of trying to lose weight by exercising moderately at least 3 days a week for 30-45 minutes a day.
2. Go to holiday parties/potlucks with a plan- Make sure you eat a light meal or small snack before you go to a holiday event. This will lessen your chances of overeating when you are there.
3. Do not deny yourself- Practice portion control. Having that slice of pecan pie will not make you gain weight. Eating the whole thing may. Eat the foods you love in small portions.
4. Bring a healthy dish to a holiday party so you know you have a healthy option to choose from.
5. Eat breakfast- Starting of the day with a healthy breakfast will stabilize your blood sugar ensuring that you will not hold out to

eat one big meal at the end of the day and overeat.

6. Drink water- Drinking an eight ounce glass of water before a meal will control your appetite ensuring you will eat less food.
7. Eat until you are satisfied not stuffed- It is important to savor every bite, so take your time while eating and enjoy the flavors of the food.

Remember the holidays are a time for friends, family and good food. Try to enjoy yourself without overindulging, also moderation and portion control are important in keeping those holiday pounds off. Be realistic in your exercise and weight management goals and if all else fails and you find yourself with some extra holiday pounds, rest assured that New Year's is right around the corner and that is what resolutions are for. Happy Holidays!

By: Kristina Ouka, Fort Polk CY5 Nutritionist



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

Suggestions will be reviewed and addressed if at all possible.

