



**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 6**

**JUNE 2011**

**Summer Vacation**

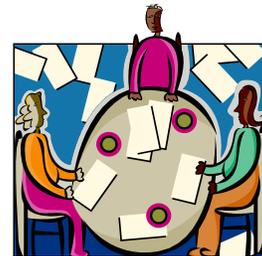


**THE NAF STAFF  
WOULD LIKE TO WISH  
ALL OF OUR NAF EMPLOYEES  
A GREAT SUMMER!**

**WELCOME NAF NEW HIRES!**

**MAY**

- Marla Anacleto, Child & Youth Program Assistant*
- Gustavo Cabrera, Recreation Aide (Lifeguard)*
- Maile Cruz, Child & Youth Program Assistant*
- Jessica Jeffrey, Child & Youth Program Assistant*
- Jeannette Russell, Child & Youth Program Assistant*
- Jacqueline Picard, Child & Youth Program Assistant*
- Justin Ramsey, Recreation Aide (Lifeguard)*
- Ma Angelica Trespacios, Child & Youth Program Assistant*
- Breayn Green, Recreation Aide (Lifeguard)*
- Lance French, Recreation Aide (Lifeguard)*



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Until Every One Comes Home.™



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 2010 W-2's is through myPay - so don't delay!



**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)



### 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.

With your CAC card, you are able to log-on to My Biz to view your personnel information and to update certain personal information.

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

Information on logging in and accessing the information is available at the NAF HRO!



### JUNE BIRTHDAYS!



The NAF HR Office would like to wish all of our NAF employees who will be celebrating a birthday in June 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](mailto:ftpolknafcpac@polk.army.mil)





**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 - JUNE 3RD**

**JUNE PAY DAYS!**  
**JUNE 1st**  
**JUNE 15th**  
**JUNE 29th**



THINKING OF RETIRING?  
HERE'S THE STEPS YOU'LL NEED TO TAKE...

- Visit your servicing personnel office
  - Complete Standard Form 52/Part E to resign for the purpose of retirement
  - Complete DA Form 3715-R to request NAF retirement
  - Review and update all your demographic and beneficiary data

- Request continuation in DODHBP if eligible
- Do this 30 to 45 days before your requested retirement date if possible

Below are the scheduled dates for birth month training for June 2010.

All of the classes are scheduled to be held at the Education Center, room 223, CPAC classroom, beginning at 0800 hours each date.  
8 & 9 June



**US ARMY NAF EMPLOYEE  
GROUP HEALTH INSURANCE PLAN**

- OPEN CHOICE NETWORKS
- OUT OF NETWORK BENEFITS
- OUT OF AREA BENEFITS FOR ALL OVERSEAS TREATMENT AND SOME CONUS AREAS
- ARMY MWR EMPLOYEE PAYS ONLY 30% OF PREMIUM, UNLESS COLLECTIVE BARGAINING AGREEMENTS REQUIRE DIFFERENT AMOUNTS
- EMPLOYEE SHARE OF PREMIUMS PAID WITH PRE-TAX DOLLARS
- PRESCRIPTION DRUG CARD WITH SMALL CO-PAY IN CONUS
- MAIL ORDER DRUG PROGRAM FOR MAINTENANCE DRUGS WITH SMALL CO-PAY
- VISION AND HEARING CARE BENEFITS
- WELLNESS PROGRAM
- ELIGIBLE FOR EMPLOYER SUBSIDIZED RETIREE MEDICAL BENEFITS IF YOU MEET MINIMUM QUALIFICATIONS AND ELECT IMMEDIATE RETIREMENT BENEFIT
- DENTAL BENEFITS, PLUS OPTIONAL USE OF DENTAL NETWORK
- HMO'S AVAILABLE IN CERTAIN GEOGRAPHIC LOCATIONS



## HIPAA Privacy Notice

**Located at:**

**<http://www.army.mil/fmwrc/docs/HIPAAPrivacyNotice.pdf>**



Employees transferring to other installations or going on Leave Without Pay (LWOP) as a result of a PCS Move are required to have a final Benefits Out-Processing appointment. At the time of the appointment, they are given a 20-30 minute complete benefits briefing here at the NAF HR Office detailing the disposition of their benefits during and after their LWOP status. In addition to the briefing, they are provided with a benefits packet and contact information of their next duty station. They are also provided a signed DA 3434 Personnel Action placing them on LWOP. This last document is critical if applying for other NAF or APF positions at the new duty station.

It is the responsibility of the employee to contact the NAF HRO as soon as they become aware of the move.

If you are a supervisor, and you approve an employee to go on LWOP remember that they HAVE to make an appointment with our office

on their last physical day at work to out-process their benefits.

## **For Supervisors & Managers of Army NAF employees**

It has been one year since Army NAF Human Resources (HR) officially implemented the use of event codes for the purpose of tracking NAF Productivity on recruit/fill Requests for Personnel Action (RPAs). NAF Human Resources Offices (HROs) are now using these event codes to document recruit/fill RPAs submitted to them electronically through the Defense Civilian Personnel Data System by managers/supervisors. Each step of the recruitment and fill process is documented and date stamped in the system.

The goal of NAF Productivity is to provide Army NAF HR, as well as its serviced organizations, the capability of measuring NAF recruit/fill times. As an added benefit, event coding offers managers/supervisors the ability to track and review every RPA that they submitted to the NAF HRO. Our goal is to publish the initial NAF HR Productivity Reports by the end of this calendar year. Productivity reports will provide valuable information which will help us address any shortcomings discovered during the recruitment process. Our hope is that these tools will also pave the way for improved communications between the NAF HR staffs and serviced managers/supervisors.

The intent of this email is to ensure that serviced managers and supervisors are aware of their capability to track and review RPAs using the RPA Tracker and/or Inbox Statistics options. The attached RPA Tracker user guides as well as screen-prints on how to access the RPA Tracker and Inbox Statistics are provided for your convenience and reference. We highly encourage managers and supervisors to regularly access and review the status of their RPAs using these tools.

The RPA tracker tool enables management and NAF HR increased visibility and transparency throughout the recruit/fill processes. It is our sincere hope that, with that transparency, we can work

together toward discovering more effective and efficient ways of executing recruit/fill processes.

Your servicing NAF HRO is equipped to answer questions and provide information on the use of these tools.

**Father's Day – Sunday, June 19<sup>th</sup>!**



**F.A.T.H.E.R.S.**

- "F" aithful.
- "A" lways there.
- "T" rustworthy.
- "H" onoring.
- "E" ver-loving.
- "R" ighteous.
- "S" upportive.

**FORT POLK HAS A PROGRAM TO ASSIST CIVILIANS!**

**The program is designed to provide free, confidential services to include; screening to identify the employee's problem, short-term counseling and a referral for additional services if needed.**

The Employee Assistance Program (EAP) is an administrative program that provides services to Department of the Army Civilians and Family Members, Military Family Members and Retired Military Personnel. Call 531-1964 to speak with the Employee Assistance Program Coordinator (EAPC) to get help with stress, emotional problems, family issues or alcohol and drug abuse and treatment. Help is here

to address all personal concerns that might affect job performance.

**DID YOU KNOW?**

Most abused prescription drugs come from family and friends. We could be drug dealers and not even know it. Even though these medications are meant for injuries, diseases and pain, experimentation does occur frequently.

According to a study by the National Center on Addiction and Substance Abuse, the abuse of pharmaceutical controlled substances grew at two times the rate of marijuana, five times the rate of cocaine and 60 times the rate of heroin between 1992 and 2003. These drugs are readily available and thought to be safe. Therefore, they are often taken in higher doses and combinations than prescribed. Keep medications out of reach of children. Use a lock-box for storage.

Proper disposal of unused prescription drugs can save lives. Take-back programs are the best way to dispose of drugs. If a program is not available, take the medications out of the bottles. Wet them and mix them with kitty litter or coffee grounds. Seal them in a bag and throw them away. (Information courtesy of U.S. Drug Enforcement Administration. [www.deamuseum.org](http://www.deamuseum.org)).

Employee Assistance  
1941 5<sup>th</sup> Street  
Building 2048





**OPERATION EXCELLENCE  
CUSTOMER SERVICE TRAINING  
FY11 DATES**

- 8 June**
- 9 June**
- 13 July**
- 14 July**
- 24 Aug**
- 25 Aug**
- 21 Sep**
- 22 Sep**

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

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

Suggestions will be reviewed and addressed if at all possible.