



**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 3

MARCH 2011

*Happy St. Patrick's Day!
Thursday, March 17th, 2011*



*IRISH BLESSING
A Blessing from St. Patrick*

*May the road rise to meet you,
May the wind be always at your back,
May the sun shine warm upon your face,
May the rains fall soft upon your fields,
And, until we meet again,
May God hold you in the hollow of His hand.*



2011 DoD WAGE SURVEY

A full-scale wage survey to determine prevailing rates of pay for Nonappropriated Fund wage employees under the provisions of Public Law 92-392 is scheduled to begin in our area during the month of March 2011.

Our installation has been selected as the survey host installation to provide administrative, technical and logistical support for the conduct of the wage survey in accordance with the provisions of title 5 CFR (Code of Federal Regulations) Part 532, and the Department of Defense Personnel Policy Manual 1401.1-M. The Fort Polk Civilian Personnel Advisory Center/NAF Human Resources Office has been identified as the primary activity responsible for the conduct of the survey.

The CPAC/NAF HRO will fully support the full-scale wage survey and ensure that the instructions of the NAF Pay Systems Branch are carried out.

It is important that all federal installations in the wage area contribute to the successful and timely accomplishment of this survey. Letters announcing the

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survey and requesting their cooperation have been sent out to all federal installations in the wage area.

WELCOME NAF NEW HIRES!

FEBRUARY

- Alacia Caillier, Child & Youth Program Assistant
- Lindsey Churchill, Marketing Assistant
- Amanda Carrier, Child & Youth Program Assistant
- Gladys Mitchell, Child & Youth Program Assistant
- Sandra Mills, Child & Youth Program Assistant



Thanks to everyone who picked up their e-OPF purged documents!



The NAF Human Resources Office has installed an Application Drop Box at the Welcome Center. NAF Position Announcement Summaries will be available there for our customers within the surrounding community. Please stop by and take a look!



Control Your Pay With myPay!

<https://mypay.dfas.mil>

The NAF HR Office highly encourages ALL NAF employees to request their PIN number as soon as possible to avoid stressful, frustrating situations in the future. The fastest way to access 2010 W-2's will be through myPay - so don't delay!

April 15, 2011

Deadline to file individual tax returns (Form 1040, 1040A, or 1040EZ) or to request an Automatic Extension (Form 4868). An extension provides an extra six months to file your return. Payment of the tax is still due by April 15th. You can submit payment for tax along with the extension form.





**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. You may 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 in one place.

MARCH BIRTHDAYS!



The NAF HR Office would like to wish all of our NAF employees who will be celebrating a birthday in March 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:

polk.nafcpac@conus.army.mil



Until Every One Comes Home.®



**Friday, March 20th –
1st Day of Spring!**





Happy
Mardi Gras
Tuesday,
March 8th!

Mandatory Training for FY 11 will be conducted during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Everyone, including all NAF employees, is required to attend this training effective October 2006. Mark your calendar and plan to attend. Below are the scheduled dates for birth month training for March 2011:

8 & 9 March

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



**NAF HRO –
HOURS OF
OPERATION**

**MONDAY -
THURSDAY
8:00 AM TO 4:30 PM
FRIDAY –
8:00 AM TO 12:00
PM
(FIRST FRIDAY OF
EACH MONTH)**

**MARCH PAY DAYS:
MARCH 9TH &
MARCH 23RD**



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

ARTICLES FOR BULLETIN

- 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

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 531-6301.

Suggestions will be reviewed and addressed if at all possible.

