



**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 2011



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 30, 2011



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

1. On Friday, 27 May 2011, 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:

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

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not required to perform essential duties, will be excused from duty without loss of pay or charge to leave MONDAY, 30 MAY 2011 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.



**OPERATION EXCELLENCE
CUSTOMER SERVICE TRAINING
FY11 DATES**

**11 May
12 May
8 June
9 June
13 July
14 July
24 Aug
25 Aug
21 Sep
22 Sep**

**If you plan on attending the April training,
please contact Loreanna Fox
at 531-4242 asap!**



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!

WELCOME NAF NEW HIRES!

APRIL

- Mr. Corey Gassaway, Food & Beverage Attendant
- Ms. Shequetta Green, CYPA
- Ms. Ashley Rennspies, Bartender
- Ms. Nancy Smith, CYPA
- Ms. Paula Willis, Cook
- Ms. Sonja Williams, Food Service Worker
- Ms. Julia Bridges, CYPA
- Ms. Sheral Zeno, CYPA
- Ms. Debra Schwickerath, CYPA
- Ms. Alison Lanzillotti, CYS Program Associate Homework Lab





**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.

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.



**MAY PAY DAYS:
MAY 4TH & MAY 18TH**

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.®



JOB SEARCH WORKSHOP
BLDG 924, Bell Richard Avenue
Wednesday, May 4th
9 am -12 pm





**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 6TH

Mother's Day is Sunday, May 8th



Don't forget!



**CONGRATS 2011
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



Below are the scheduled dates for birth month training for May 2011. All of the classes are scheduled to be held at the Education Center, room 223, CPAC classroom, beginning at 0800 hours each date.

3 & 4 May



TEEN JOB FAIR



Thursday, May 19th, 2011
Siegfred Youth Center
6-8 pm

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