



**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 11**

NOVEMBER 2011



**THE NAF HRO OFFICE
WOULD LIKE TO WISH
ALL NAF EMPLOYEES
A VERY HAPPY
THANKSGIVING!**

**NAF
EMPLOYEE
BENEFITS
FULL
OPEN
SEASON
2011!**

The open season information is now up and operational on the NAF Employee Benefits website at www.nafbenefits.com!



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Health Benefit Plans

You may enroll in any of our Health Benefit Plans, either the DOD NAF Employee Health Benefit Plan (DODHBP) (often referred to as Aetna), the Stand Alone Dental Plan, or one of our Health Maintenance Organizations (HMOs).

You may also change from the DODHBP to an HMO, from an HMO to the DODHBP, or from one HMO to another. Please check with your servicing personnel office for information on HMO's available at your installation.

You will also be able to make changes to your Health Benefit Plan coverage, including adding or deleting Dental coverage, increasing your coverage from single to family, decreasing your coverage from family to single or canceling your coverage. In compliance with the Health Reform Legislation, your dependent children up to age 26 may be added to your coverage, regardless of their employment status or other eligibility. Additionally, **employees with a same-sex domestic partner (SSDP) and their children may enroll during this period.** Any employee who wants to enroll a SSDP and/or their children, must complete required documentation certifying the relationship at their servicing HRO. If the employee does not complete the required documentaion, the SSDP and/ or their children will not be covered. All Open Season Health Plan changes and elections will be effective January 1st, 2012.

Premium Rates for 2012:

The DODHBP medical premium rates for 2012 will increase only 8%. The DoDHBP dental plan premium will not increase in 2012, but the Stand Alone Dental Plan premiums will increase by 4.1%. The employee/employer premium share split remains 30/70. The bi-weekly premiums are:

Single w/o Dental \$68.96

Single w/Dental \$73.04

Family w/o Dental \$160.44

Family w/Dental \$170.08

The 2012 bi-weekly premium rates for the Stand Alone Dental Plan offered as an employee pay-all plan, are:

\$17.98 for Single coverage and \$42.52 for Family coverage, including the Aetna Value Added (discount) Programs.

For Additional Information:

DODHBP Plan Information Packets for 2012 and the information packets for the Stand Alone Dental Plan have been shipped to your local NAF personnel office. If you are currently enrolled in the DoDHBP (Aetna) or

are considering enrolling in the DoDHBP or the Stand Alone Dental Plan, please stop by your servicing personnel office and request an Information Packet for 2012. **There are a few changes to the DoD Health Benefit Plan for 2012**, such as deductible and emergency room co-pay increases. Urgent Care co-pay has decreased and the Hearing Aid and Dental maximums have increased. The Wellness Programs, Disease Management Program and Healthy One Program will continue in 2012. Additionally, we will continue a Health Incentive Credit which provides a \$100 credit toward deductible or co-pays, up to \$300 per family, for taking an annual physical or completing the online Health Risk Assessment. It is important that you pick up your DODHBP 2012 packet from your personnel office so you have the information necessary to take advantage of these important benefits. For more information, including premium rates for any of the plans, please visit our web site,

Pre-Tax Health Premium Deductions:

The Internal Revenue Code Section 125 Pre-Tax Health Premium Program will continue in effect in 2012. This program allows you to pay your employee share of the Health Benefit Plan, HMO and Dental Plan premiums with pre-tax dollars, thus reducing your taxable income and increasing your take-home pay. This benefit will automatically continue in 2012, unless you opt out of this program during this Open Season. Because the Internal Revenue Code does not allow canceling your plan participation during the Plan year, January 1 thru December 31, 2012, you will have the option of declining participation in the program and paying your premiums with after-tax dollars during this open season. To decline participation in the Pre-Tax Health Premium Program, please contact your local HRO. If you enroll a same-sex domestic partner (SSDP), the value of the health benefits provided are taxable as imputed income under the Internal Revenue Code, if the SSDP is not a legal tax dependent.

Life Insurance Plan

You may enroll in the Life Insurance and Accidental Death and Dismemberment Plan, without evidence of insurability during this Open Season. There are a number of coverage options available.

Basic Life Insurance

The Basic Life Insurance Plan gives you life insurance protection, accidental death and dismemberment (AD&D) coverage, and dependent life insurance coverage. You may

choose one or two times your basic salary, rounded to the next higher \$1000, not to exceed \$250,000. The bi-weekly cost to the employee remains 14 cents per thousand dollars of coverage. The policy pays the face amount in the event of your death. The AD&D coverage pays additional benefits to your beneficiary in the event of your accidental death or to you if you lose your sight or a limb as a result of an accident. Dependent life insurance is included at no additional cost. The dependent coverage is \$5000 for your spouse and \$2500 for each eligible dependent child.

Optional Life Insurance

If you have elected Basic Life Insurance, you may also purchase Optional Life Insurance in increments of \$10,000.

You may choose an Optional Life Insurance amount up to two times the amount of your Basic Life Insurance coverage, not to exceed \$500,000. (*Evidence of Insurability is required if you choose to purchase more than \$100,000 of Optional Life Insurance coverage*). The bi-weekly cost of Optional Life Insurance is based on your age and the amount of coverage you choose. Rates are available on the web site at www.NAFBENEFITS.com

Optional Dependent Life Insurance

You may also elect additional *Optional Dependent Life Insurance*. Currently, if you have elected Basic Life Insurance, you automatically receive Dependent Life Insurance, free of charge. Your spouse or enrolled same-sex domestic partner, is covered for \$5000 and each of your eligible dependent children are covered for \$2500. You may elect additional coverage for your spouse and children in increments of \$5000/\$2500 at a modest bi-weekly cost, up to a maximum of \$25,000 for your spouse and \$12,500 for your eligible dependent children. You must be enrolled in the Basic Life Insurance Plan to elect additional Optional Dependent Life. Optional dependent insurance rates are also listed on the Benefits web site. If you enroll in the Basic Life Insurance Plan, the Optional Life Insurance, or the Optional Dependent Life Insurance Plans, your election will be effective January 1st, 2012, provided you are actively at work on or after January 1st, 2012. If you would like to enroll in the Group Life Insurance Plan or make changes to your current Life Insurance Plan election, please contact your local servicing NAF Personnel Office or see our web site, www.NAFBENEFITS.com .

NAF Employee Group Long Term Care (LTC) Plan

Enrollment in the Group Long Term Care Plan without evidence of insurability will not be an option during this year's Open Season. However, you and your eligible family members (same-sex domestic partners included as eligible for 2012) may enroll in the Long Term Care Plan with evidence of insurability. As many of you are aware, enhanced coverage options are now available. In addition to the \$100, \$140 and \$180 per day benefit, we are now offering a \$220 and \$260 daily benefit. This excellent Long Term Care Insurance Plan is a valuable benefit you will want to consider, and because premiums are based on your age when enrolling, each year you wait to enroll means the premiums will be a little higher. For information concerning the Group Long Term Care Plan, including how to enroll, please contact your local servicing NAF Human Resources Office for the enrollment kit or download one from the web site www.NAFBenefits.com .

FLEXIBLE SPENDING ACCOUNTS

We are again offering the Flexible Spending Account (FSA) Plan, administered by Aetna. FSAs allow you to set aside a portion of your salary into special accounts to pay for health expenses not covered by your Health Insurance or for Dependent Care, both child and adult. FSA enrollment kits have been shipped to your servicing personnel office, which includes all the details on how FSAs can save you money and information on how to enroll. There are two types of FSAs; Health FSAs and Dependent Care FSAs. You may elect to set money aside in either or both types of FSAs. **For those employees who enrolled in the FSA Plan for 2011, your FSA election will not roll over into 2012, so you will have to enroll again for 2012.** If you are interested in enrolling or re-enrolling in the FSA plan, please pick up an enrollment kit from your HRO and read over the materials carefully. There is additional information on our web site, www.NAFBenefits.com, including a comprehensive presentation on how FSAs work, and links to the Aetna FSA website, as well as tools to help you determine if this program will help you save money on health care and dependent care. You do not have to be enrolled in a health insurance plan to enroll in the FSA Program. This is a calendar year (tax year) program, so your election will remain in effect throughout the year, unless you experience a qualifying family life event, which would allow

you to change your election. Enrollment is only available through your HRO.

NAF Employee 401(k) Savings Plan

Because 401(k) Plan changes are not restricted to Open Season, you may enroll in the 401(k) Savings Plan or change your contribution rate at any time. The maximum annual deferral for your 401(k) Savings Plan will remain at \$16,500 in 2012. Over age 50 participants may defer an additional \$5500 for a total of \$22,000. There is no limit on the percentage of your salary you may contribute.

Nine funds are available for investment, in addition to twelve Life Cycle Funds for those who want to have their investments managed by professional investors. The Life Cycle Funds are keyed to your anticipated retirement date, so that your funds are invested to coincide with where you are in your life cycle, as you accumulate assets for your retired years. For more information about your investment options, please visit the web site at www.NAFBenefits.com.

To enroll in the 401(k) Plan, change your contribution rate, or update your beneficiary, please visit your servicing NAF Personnel Office. To take advantage of your investment options, please access your Fidelity account through our web site or call Fidelity Investments for assistance. (1-800-835-5093) (OCONUS ATT Direct Access Code + 1-877-833-9900).

NAF Employee Retirement Plan

You may enroll in the NAF Employee Retirement Plan at any time. Currently, 96% of NAF employees are enrolled in the plan, which provides a generous benefit when you retire, without Social Security offset. To enroll and start earning creditable service for retirement, see your local servicing NAF personnel office.

Employee Benefits Online

Remember, you can view and print a summary of your benefits data, including your current elections and personal information in the NAF Employee Benefits System, **Run a retirement projection** and submit a Service Request to correct or update your data. **EMPLOYEE BENEFITS ONLINE** is secure and simple to use. Simply go to www.NAFBenefits.com, click on the Employee Benefits Online link, and follow the sign-in instructions. Once you're in, all the information you need is there.

All Open Season changes to your life and health insurance will be effective January 1st, 2012, provided you are actively at work. Changes to your 401(k) plan election will be effective the first full pay period after receipt by Payroll. Retirement Plan enrollment is effective immediately on the date you sign the enrollment form.

Please stop by your servicing Human Resources Office and update your beneficiaries and demographic data. We hope this information is helpful to you and will encourage you to review your Benefit participation to make full use of these opportunities.

Please access the Benefits web site at www.NAFBENEFITS.com or stop by your HRO.

The NAF Employee Benefits Office re-located to Ft. Sam Houston, TX in September 2011.



Reminder – Please Keep Your Benefit Records Current

Open Season is a good time to make sure your Benefit Records are accurate. It is especially important that your address is correct. If it is not accurate, you may be missing out on good information about your benefits. Of even greater importance is the accuracy of your beneficiary designations. Please make sure you have designated the beneficiaries you want to receive benefits should something happen to you. Your servicing personnel office can go on-line, display your benefits information and update your information on the spot. Or, if you would like to review your own benefits record, just go to the NAF Benefits web site and sign on to Employee Benefits Online.

Effective Dates of Open Season Changes

All Open Season changes to your life and health insurance will be effective January 1st, 2012, provided you are actively at work. Changes to your 401(k) plan election will be effective the first full pay period after receipt by Payroll. Retirement Plan enrollment is effective immediately on the date you sign the enrollment form.

**SCHEDULING, USE, FORFEITURE,
AND/OR RESTORATION
OF EXCESS ANNUAL LEAVE – LEAVE
YEAR 2011**

1. Supervisors are reminded of the obligation to review the annual leave balances/schedules with their subordinate employees and assure that annual leave subject to forfeiture is scheduled to be taken prior to 1 **January 2012**. Despite the best of planning early in the leave year, situations develop wherein employees approach the end of the leave year with significant amounts of annual leave that must be used or forfeited. This excess “use or lose” annual leave is subject to forfeiture if it is not used prior to 1 **January 2012**. **Only excess leave scheduled and approved prior to 19 November 2011 to be taken by the end of the leave year, and subsequently cancelled, may be considered for restoration under the provisions addressed in the following paragraphs.**

2. Section three of Public Law 93-181 and Title 5, United States Code, Chapter 63, allow annual leave to be restored when it has been forfeited due to the following conditions:

- a. Administrative error when the error caused the loss of scheduled annual leave.
- b. Exigencies of public business when the annual leave was scheduled in advance.
- c. Sickness of the employee when the annual leave was scheduled in advance.

3. To exercise the provisions provided by the law, forfeited annual leave can be considered for restoration only when the following requirements are met:

- a. The leave was originally scheduled in writing and approved by the supervisor.
- b. The leave was scheduled at least three pay periods (NLT **19 November 2011**) prior to the end of the leave year. This requirement is law and may not be waived or modified even where extenuating circumstances may exist.
- c. Any exigency, causing the cancellation of scheduled annual leave, must be fully documented with respect to why the activity could not plan for exigency. Documentation must reflect that there was no reasonable alternative to the cancellation of the leave due to the emergency or operational demand being of such importance as to preclude the use of scheduled annual leave. Except in emergency situations, the determination that there

is an exigency is a decision that is to be made in advance of the cancellation of scheduled leave. Exigencies must be approved and documented by the Garrison Commander, MEDDAC Commander, DENTAC Commander, Chief of Staff, appropriate servicing commander, etc.

d. When the loss of annual leave is due to illness or injury, the absence must be documented by medical authorities. It should be noted that sickness for which a grant of sick leave would be approved is not in itself a basis for permitting annual leave to be forfeited and subsequently restored.

4. An exigency or sick leave occurring early in the leave year will not suffice as a reason or basis for restoration. Documentation must reflect that annual leave interrupted or cancelled due to emergencies was rescheduled for a later date and again cancelled under similar circumstances.

5. All requests for consideration of restoration must be fully documented and submitted through the Supervisor and Chain of Command. The supervisor will determine whether or not the documentation is adequate. If the documentation is adequate, the supervisor and his chain of command will recommend the restoration of leave and forward the recommendation and all supporting documentation to the CIVILIAN PERSONNEL ADVISORY CENTER/NAF HUMAN RESOURCES OFFICE, ATTN: DEYKA FARRAR NLT 26 Jan 2012. All requests will be reviewed and processed with appropriate approvals NLT 23 Feb 12.

6. The keys to non-forfeiture are good planning; leave schedules approved, in writing, early in the leave year; and well-documented changes, thereto, as they occur.

7. For further assistance and/or information regarding the scheduling of annual leave, contact your servicing NAF Human Resources representative at the Civilian Personnel Advisory Center/NAF Human Resources Office at 531-4906.

///original signed for///
DONALD R. MALLETT
Director, Civilian
Personnel Advisory Center
DISTRIBUTION: I



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 16th!



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. 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 for current employees. Some exceptions will be made for former NAF employees unable to access their myPay accounts.** 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:

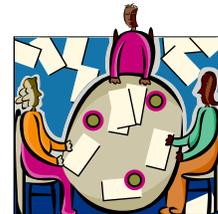
- 1) Please check the address on your LES to make sure that it is correct.
 - a) If your address *is correct*, please indicate below, sign and **return the memo to your supervisor.**
 - b) If it *is NOT correct*, please indicate below, **return the memo to your supervisor** and stop in at the NAF HR Office at 2271 Louisiana Avenue to fill out the appropriate forms **NLT 1200 on 12-12-11.**

NFS requires all change of addresses by 12 DEC 11 to make the Form W-2 mailing deadline.

WELCOME NAF NEW HIRES!

OCTOBER

- Ms. Rebecca Boyd, Program Associate (Pre-Kindergarten)
- Ms. Roxanne Figueroa, CYPA
- Ms. Lindsey Foster, CYPA
- Ms. Diana Kloiber, Administrative Assistant (CYS)
- Ms. Christina Moreno, CYPA
- Ms. Faith Nelson, CYPA
- Ms. Ji Park, Administrative Assistant (CYS)
- Ms. Samantha Lee, Administrative Assistant (CYS)
- Ms. LaShonda Bradley, Recreation Assistant
- Mr. Reginald Booth, Recreation Assistant
- Ms. Suzanne Chery, Library Aid
- Ms. Pakaka Kaja Green-Tovar, Recreation Assistant
- Ms. Leslie Medley, Recreation Assistant
- Ms. Nicole Owens, Library Technician
- Mr. Johnny Richards, Recreation Aide (Lifeguard)
- Ms. Kenchasa Swann, Library Technician
- Mr. Joshua Us, Recreation Assistant
- Ms. Katlyn Ward, Recreation Assistant
- Ms. Omalia Weatherholt, CYPA



**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



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

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!



NOVEMBER BIRTHDAYS!



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



Until Every One Comes Home.®



FY 2012 HOLIDAY SCHEDULE And TRAINING/LIBERAL LEAVE

1. In accordance with Section 6103 (a) of Title 5, United States Code, the following are designated as legal public holidays. Designated Training Holidays are observed IAW Memorandums, AFZX-CG; Subject: FY 2012 Annual Training Guidance and MCXV-CO, Subj: FY Year 2012 (FY 12) Holiday Observances, dtd 31 August 2011.

A. DAY/DATE	B. HOLIDAY
Monday, 10 October 11	Columbus Day
Friday, 11 November 11	Veterans Day
Thursday, 24 November 11	Thanksgiving Day
Monday, 26 December 11	Christmas
Monday, January 2, 2012	New Year's Day
Monday, January 16, 2012	Birthday of Martin Luther
Monday, February 20, 2012	Washington's Birthday
Monday, May 28, 2012	Memorial Day
Wednesday, July 4, 2012	Independence Day
Monday, September 3, 2012	Labor Day
*DESIGNATES TRAINING HOLIDAY FOR MEDDAC	

When a holiday falls on a non-workday outside a full-time employee's basic workweek of Monday through Friday, the day to be treated as his or her holiday is the first workday preceding the non-workday except, if the non-workday is Sunday; the next workday is the holiday.

2. To assist managers and supervisors in establishing projected work schedules and determining an employee's day off for observance of the holidays which will occur in FY 12, the following guidance will be observed.

3. FULL-TIME EMPLOYEES:

a. All full-time civilian employees paid from appropriated funds who have a regularly

scheduled 5-day workweek with the tour of duty being 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 on the dates shown in paragraph 1, column b above, and receive their basic rate of compensation for that day.

b. In the case of employees who have an irregular tour of duty, other than Monday through Friday, and the holiday falls on a non-workday, the day to be treated as his or her "in lieu of" holiday is the workday immediately before the non-workday.

4. **ALTERNATIVE WORK SCHEDULES:**

Full-time employees on flexible or compressed work schedules who are not scheduled to work on a holiday receive an "in lieu of" holiday on the preceding workday.

a. **Flexible Work Schedules.** A full-time employee on a flexible work schedule is entitled to 8 hours of pay on a holiday when the employee does not work. A full-time employee on a flexible work schedule who is required to perform non-overtime work on a holiday may not receive more than 8 hours of holiday premium pay. When two or three holidays fall within the same pay period, it may be necessary to make arrangements for full-time employees on a 5/4-9 flexible schedule (or other flexible schedules under which employees work more than 8 hours a day) to work extra hours during other regularly scheduled workdays (or take annual leave or use credit hours or compensatory time off) in order to fulfill the 80-hours biweekly work requirement. Employees on flexible work schedules who take annual leave or use compensatory time off or credit hours, instead of working more than 8 non-overtime hours that were regularly scheduled for a holiday, may receive more than 8 hours of basic pay for that day.

However, no more than 8 hours of that pay may be for the unworked holiday.

b. **Compressed Work Schedules.** An employee on a compressed work schedule who does not work because of a holiday is paid his or her rate of basic pay for the number of hours of the compressed work schedule on the holiday. A full-time employee on a compressed work schedule who performs non-overtime work on a holiday is entitled to his or her rate of basic pay plus holiday premium pay for that work which is not in excess of the employee's compressed work schedule for that day.

5. **PART-TIME EMPLOYEES:** All part-time civilian employees paid from Appropriated Funds (except those paid on an hourly basis who have appointments limited to 90 days or less, unless they have been currently employed for a continuous period of more than 90 days under one or more appointments without a break in service) and who have regularly scheduled tours of duty will be paid for excused absence on holidays that fall within their tours of duty. This holiday treatment applies only to the actual calendar days on which the holiday falls, identified in paragraph 1, column b. above, since no entitlement to a day in-lieu of a holiday exists. However, when an activity is closed on an in-lieu of holiday that falls on a part-time employee's regularly scheduled workday, the employee, if prevented from working on that day, will be granted the day off administratively with no charge to leave. Part-time employees who work during non-overtime hours on a holiday are entitled to holiday premium pay for the number of hours of holiday work, not to exceed eight. However, employees on compressed work schedules are entitled to basic pay for the number of hours of the compressed work schedule on that day.

6. **INTERMITTENT EMPLOYEES:** Employees working on an intermittent basis may not be paid for holidays on which no work is performed.

7. **CIVILIAN EMPLOYEES PAID FROM**

NONAPPROPRIATED FUNDS: All full-time and part-time civilian employees paid from NAF who have a 5-day regularly scheduled workweek 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 on the dates shown in paragraph 1, column b above, and receive their basic rate of compensation for that day.

However, in the case of regularly scheduled full-time or part-time employees (who work at least five days per week and who have an irregular tour of duty, the holiday will be the day of the regularly scheduled administrative workweek 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 "days preceding or day following" rule would result in disruption to the NAFI. Employees will be informed 2 weeks in advance of the date that they are to observe a particular holiday.

8. **TRAINING/LIBERAL LEAVE DAYS:** A liberal leave policy will be in effect for days identified in Paragraph 1, column c for civilian employees at Fort Polk to the extent that necessary services and mission accomplishments are not adversely affected. **Training days for MEDDAC employees have been highlighted in RED in Para 1, column c. These days are limited to ensure quality care and to balance the patient care mission. BJACH will be closed on the training holidays except for INPATIENT and EMERGENCY ROOM activities.** 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.

9. Those employees not excused in accordance with the above holiday guidance, because their services are required, will be entitled to premium pay. For further information or assistance, contact the Civilian Personnel Advisory Center, telephone 531-1840.



**OPERATION EXCELLENCE
& TEAM MEMBER ORIENTATION
TRAINING
FY12 DATES**

Nov	15-17
Jan	10-12
Feb	14-16
Apr	10-12
May	15-17
Jul	10-12
Aug	14-16

TMO training (morning or afternoon sessions) will be the first session each month and OpEx will be the second and third sessions each month.

TMO is mandatory for all new employees. OpEx is mandatory for all NAF employees.

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

**NAF PAY DAYS FOR
NOVEMBER**



**NOVEMBER 2nd
&
NOVEMBER 16th**



**VETERAN'S DAY – FRIDAY,
NOVEMBER 11TH, 2011**

*In Flanders Fields the poppies blow
Between the crosses, row on row
That mark our place; and in the sky
The larks, still bravely singing, fly
Scarce heard amid the guns below.*

*We are the Dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved and were loved, and now we lie,
In Flanders Fields.*

*Take up our quarrel with the foe
To you from failing hands we throw
The torch; be yours to hold it high.
If ye break faith with us who die
We shall not sleep, though poppies grow
In Flanders Fields.*

John McCrae 1915



Please remember to
schedule an appointment
with the NAF HR Office
by calling (337) 531-6301/6631/4955.



**NAF HRO –
HOURS OF
OPERATION**

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

Suggestions will be reviewed and addressed if at all possible.