



**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 9**

SEPTEMBER 2011



**Labor Day,
the first Monday in September,
celebrates the contributions workers
have made to the strength,
prosperity and well-being of America.
Labor Day 2011 is
Monday, September 5th.**

**The NAF HR Office
would like to wish
all of our NAF employees
a very safe and
happy Labor Day!**

CIVILIAN FITNESS POLICY

With an agreement between MEDDAC, IMCOM, and FORSCOM commands at Fort Polk, we are happy to announce the Fort Polk The Civilian Fitness Program.

The program's intent is to provide civilian employees with a one-time enrollment opportunity to conduct physical fitness activities for 1 hour a day, 3 days a week for 6 months, as a part of their normal duty day.

All permanent Appropriated and Non Appropriated Fund Department of the Army civilians, temporary Appropriated and Non Appropriated Fund Department of the Army civilians with appointments greater than 18 months are able to participate with supervisor approval, dictated by mission requirements.

The program is intended to create a lifestyle change with employees that extends well past the 6 month participation, and to create a healthier workforce that is mentally and physically prepared to meet the challenges of current and future missions.

To enroll contact the Installation Health Promotion Officer at (337) 531-4076/2018.



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Control Your Pay With myPay!

<https://mypay.dfas.mil>

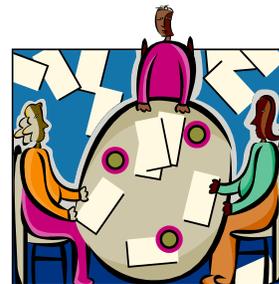
If an employee does not have a valid PIN to access myPay.dfas.mil, a new PIN may be requested at the above website. Select NEW PIN under NEED A NEW PIN option on the myPay homepage. The process will issue a new random temporary PIN number that will be mailed to the employee's house via postal mail. After 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 that if the myPay website goes through an update and you've turned off your hard copy LES or if you change your address you must turn off the hard copy LES again.



WELCOME NAF NEW HIRES!

AUGUST

- Rebecca Ancisco, Administrative Assistant (CYS)
- William Borke, Child & Youth Program Assistant
- Victoria Carbaugh, Clerk (OA)
- Ian Farnes, Child & Youth Program Assistant
- Thelma Jones, Child & Youth Program Assistant
- Tamra Konczey, Child & Youth Program Assistant
- Francisca Olmos, Child & Youth Program Assistant
- Leslie Rangle, CYA Assistant Director
- Cheyenne Toothman, Child & Youth Program Assistant
- Sharee Walker, Child & Youth Program Assistant
- Jacob Papillion, Recreation Aide (Lifeguard)
- Kimberly Wallis, Waiter Leader
- Alexandria Schaffer, Waiter
- Jasmine Motley, Waiter
- Janae Brigham, Waiter
- Tieon Carpenter, Cook
- Casey Thompson, Waiter
- Trexy Joyce Ramos, Waiter
- Laura Roche, Recreation Assistant
- Trenise Fulford, Waiter
- Melanie Devine, Child & Youth Program Assistant
- Oscar Vellejo Rozo, Administrative Assistant (CYS)
- Sonya Strahl Shafer, 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



**ACS Employment Readiness Program Job
Search Workshop
Wednesday, September 7th
9 am to 12 pm
ACS**



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 and your staffs gain access and explore MyBiz.

MyWorkplace access is available for managers. However, until the organizational hierarchies are built managers will not be able to see any employee information. The NAF HRO is currently working to build these hierarchies. Please stay tuned for further information on this.



SEPTEMBER BIRTHDAYS!



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



This is a reminder of the upcoming 2011 Constitution Day.

September 16 has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787. Specifically, Congressional Appropriations Bill H.R. 4818, P.L. 108-447, requires Federal agencies to provide new employees with educational and training materials on the U.S. Constitution as part of the new employee orientation materials; and provide all Federal agency employees educational and training materials on the Constitution on September 16th.

Constitution Day training materials are available from the CPMS website at: <http://constitutionday.cpms.osd.mil/> .

This website and the U.S. Constitution course were developed for DoD to celebrate Constitution Day and Citizenship Day and to assist DoD employees in learning more about this most powerful and enduring document, the U.S. Constitution.

There are several learning objectives for this course. At the conclusion of the course you will be able to:

Recognize the major political events that necessitated the writing of the U.S. Constitution.

Identify the basic concepts embodied in the U.S. Constitution.

Recall the direct link that DoD employees have with the U.S. Constitution.

Total estimated time for course completion:

15 - 20 minutes for basic course
 30 - 45 minutes for basic course plus extra material.

SEPTEMBER BIRTHMONTH TRAINING DATES:

**Tuesday, September 13th
&
Wednesday, September 14th**

Ft. Polk Education Center, Room 223



**NAF
 EMPLOYEE
 BENEFITS
 OPEN
 SEASON!
 COMING SOON!**





**US ARMY NAF EMPLOYEE
401(k) SAVINGS PLAN**

You may elect to participate in the 401(k) Savings Plan if you are a regular full time or regular part time NAF employee working at least 20 hours a week.

To join the 401(k), you must fill out and sign DA Form 7426 which is available from your NAF HR Office.

·TAX DEFERRED SAVINGS

·CONTRIBUTE UP TO IRS ANNUAL MAXIMUM - \$13,000 IN 2004, \$14,000 IN 2005, AND \$15,000 IN 2006

·CATCH-UP CONTRIBUTIONS FOR OVER AGE 50 PARTICIPANTS UP TO \$3,000 IN 2004, \$4,000 IN 2005, AND \$5,000 IN 2006

·EMPLOYER GIVES YOU MATCHING CONTRIBUTIONS FROM 1% - 3%

·CHOOSE FROM NINE INVESTMENT FUNDS

·24 HOUR TOLL FREE AUTOMATED BENEFITS LINE AND INTERNET ACCESS TO YOUR PERSONAL 401(K) ACCOUNT

·QUARTERLY MAILED STATEMENTS OR ONLINE STATEMENTS AVAILABLE ANY TIME

·HARDSHIP WITHDRAWALS

·LOAN PROGRAM

·ROLLOVERS TO AND FROM QUALIFIED PLANS

·VESTING AFTER 3 YEARS OF SERVICE

·FREE ON-LINE FINANCIAL PLANNING AND INVESTMENT ADVICE TO HELP YOU PLAN FOR YOUR RETIREMENT



**NAF PAY DAYS FOR
SEPTEMBER**



**SEPTEMBER 7TH
&**

SEPTEMBER 21ST



**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**

NAF HR For Supervisors



NAF HR FOR SUPERVISORS COURSE '11 GRADUATES:

Melissa Henry, Supervisory Program Specialist (CYS Services)

Wendy Branconier, Supervisory Program Specialist (CYS Services)

Christina Brown, Supervisory Program Specialist (CYS Services)
Congratulations!



Let's talk about attendance!

ATTENDANCE

If for some reason you must be absent, or you will not be able to get to work on time, you must notify your supervisor as early as possible (generally within 2 hours of your scheduled time to start work). A good attendance record is important and may be considered in your performance evaluation. Being on time for work, well groomed and properly attired is the first step to good performance.

Annual Leave and attendance:

Although the use of annual leave is a right granted to the employee, it is the prerogative of the Employers

to determine when leave is to be used. For this reason, the use of annual leave is subject to the prior approval of the appropriate supervisor.

When circumstances beyond the employee's control preclude prior approval of an absence to be charged to annual leave, the employee must notify the appropriate supervisor, or other designated person, either personally or by phone, as soon as possible but not later than two (2) hours after the beginning of the workday to request and obtain permission for the absence.

Childcare employees – Annual Leave:

Employees providing child care services must contact their immediate supervisor, or other designated person, either personally or by phone as early as possible but not later than the beginning of the workday to request and obtain permission for the absence.

Failure to secure approval may result in the period being charged to absence without pay.

Sick Leave and attendance:

An employee who is absent because of illness or injury must notify his immediate supervisor, or other designated person, either personally or by phone as early as practicable but not later than two (2) hours after the beginning of the workday to secure approval of the absence. Unless other arrangements have been made, requests for sick leave must be made on each day of absence.

Childcare employees – Sick Leave:

Employees providing child care services must contact their immediate supervisor, or other designated person, either personally or by phone as early as possible but not later than the beginning of the workday to request and obtain permission for the absence. Failure to give such a notice may result in a charge of AWOL.

NOTE: Request for sick leave for medical, dental or optical examinations or treatment must be made prior to treatment (at least twenty-four (24) hours) unless the examinations are required by unforeseen circumstances, such as serious injuries, accidents or sudden illness.

The Career Referral Program's (CRP) transition from Alexandria, Virginia to San Antonio, Texas is just about complete. They will be relocating to their permanent office next week and will no longer use the NAF Resume Builder for the application process. The server could not be relocated to their new location therefore "How To Apply" instructions are changed on current announcements.

Effective immediately, applicants can e-mail resumes/applications to mwrcrpjobs@conus.army.mil or surface mail to the new office address: IMCOM G-9, FMWR Career Referral Program, 2450 Connell Road, Bldg 2264, Fort Sam Houston, TX 78234-7664. This information is indicated on the Vacancy Announcement as well.

They are working with the contractor for the NAF Resume Builder to make sure applicants can have access to their resume until the end of September 2011. Again MWR NAF Resume Builder will not be used for announcements.

They are aware of applicants applying through email and receiving error messages indicating the mailbox is full. Due to circumstances beyond their control, they apologize for any inconvenience this has caused and are working to correct this problem as soon as possible.



Dress and Appearance

Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. Any requirement for specific civilian dress and appearance must be based on a clear showing that the requirement contributes to a safe, healthy, productive, and effective work environment. Disagreements with styles, modes of dress, and grooming are not usually adequate criteria for making such a determination. Employees who wear standard uniforms may be expected to comply with grooming and appearance standards that are more stringent than those required of other employees. Such standards must be in line with job requirements.

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.