



**JOINT READINESS TRAINING CENTER AND FORT POLK  
CPAC/NON-APPROPRIATED FUND (NAF) HRO  
FORT POLK, LOUISIANA 71459-5341**

*“ARMY CIVILIAN PERSONNEL PROFESSIONALS –  
HELPING LEADERS MEET THE MISSION”*



**NAF NEWS BULLETIN  
NUMBER 4**

**APRIL 2012**

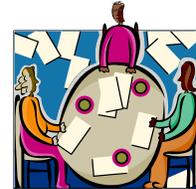
*APRIL  
SHOWERS*



*BRING  
MAY  
FLOWERS!*

**WELCOME NAF NEW HIRES!  
MARCH**

- Mr. Joshua Bradford, Food & Beverage Attendant
- Mr. Robbyn Johnson, Maintenance Worker (MVO)
- Ms. Tiffani Oneal, Child & Youth Program Assistant
- Mr. Corey Ball, Maintenance Worker (MVO)
- Ms. Amber Brown, Child & Youth Program Assistant
- Ms. Aerial Kinney, Child & Youth Program Assistant
- Ms. Tressa Lousignont, Child & Youth Program Assistant
- Ms. Jomara Quinones, Lead Child & Youth Program Assistant
- Ms. Jan Shields, CYS Program Associate (Homework Lab)
- Ms. Jennifer Wargo, Bartender



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The NAF HR Office would like to thank the following employees who contributed to the success of the 2012 Rapides Wage Change Survey that was held from 26 March through 04 April:

Caroline (Dee) Wallace  
 Kathleen Olsen  
 Donavan Joseph  
 Tracey Turner  
 Lorraine Clay (AAFES)  
 Derry Hunt



**APRIL FOOL'S  
 DAY -  
 Sunday, April 1<sup>st</sup>!**



**Effective 28-FEB-2012, the NAF HRO was fully automated with all recruitment/staffing processes being handled through USAJOBS and USAS.**

**Tips for Applicants  
 How to Apply**

- Search for current Army vacancies at [www.armycivilianservice.com](http://www.armycivilianservice.com) and click on JOB SEARCH
- Each vacancy has complete instructions for submitting your application package, just click HOW TO APPLY
- Start the application process by clicking on APPLY ONLINE
- Login or create your USAJOBS account
- Complete the assessment questionnaire
- After uploading all required documents, submit your responses by clicking SUBMIT MY ANSWERS
- You will receive an email confirming your submission



**RESTORATION OF LEAVE**

1. Supervisors and managers are requested to remind their employees that in accordance with personnel and payroll regulations, annual leave credits in excess of the maximum accumulation amount will be forfeited at the end of the leave year. The maximum annual leave accumulation is 240 hours. The NAF leave year ends 12 Jan 2013.

2. Before annual leave subject to forfeiture may be considered for restoration, it must have been requested and disapproved in writing before the end of the third pay period (last quarter CY 11) prior to the end of the leave year. For NAF employees, the deadline is 30 Sep 2012.

3. While there are provisions for restoration of excess annual leave forfeited at the end of the leave year, the criteria for restoration of forfeited annual leave are very strict and can only be made on the basis of:

- a. correction of an administrative error;
- b. employee sickness which interfered with the use of annual leave scheduled for use in advance and which could not be rescheduled for use during the leave year;
- c. Operational situations caused by exigencies of the public business when the annual leave was scheduled in advance (advance scheduling is not required for certain mission essential employees in a combat zone).

4. Restoration under the provisions of c. above generally causes the most confusion. To apply this paragraph the leave must have been scheduled and approved but then later canceled because of an operational exigency declared by the commander. The commander’s declaration must include a beginning date of the emergency and a date on which it will end. When the leave is subsequently lost, the employee can then request restoration.

5. Failure by employees to comply with the requirements for requesting and scheduling the use of excess annual leave will preclude favorable consideration of a restoration request at a later date. It is strongly suggested that supervisors and managers require their employees to inform them of how much excess leave they have and to require a written schedule for its use before the end of the leave year.

6. Employees must use their restored leave within two years after the end of the calendar year in which the leave is restored.

7. Employees must remember to first use their restored leave prior to requesting annual and/or sick leave. Leave request form OPM 71 has a specific field for requesting restored annual leave. There is also a special place for timekeepers to record restored annual leave on the time card.

8. The NAF HRO is available to provide any additional guidance and assistance. Please call us at 531-6301.



**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 2011 W-2's is through myPay - so don't delay!**

April 17, 2012

**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](http://ice.disa.mil/index.cfm?fa=site&site_id=257&service_category_id=33)



**My Biz & 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.



**APRIL BIRTHDAYS!**



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



*Until Every One Comes Home.®*



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





**NAF HRO –  
HOURS OF  
OPERATION**

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



**What is eOPF?**

- Replaces the paper OPF with an image and data-centric employee record
- Enables "virtual folders" to house training, payroll, performance and other data
- Provides visibility to all transactions and personnel who have access to official files in a complete audit trail
- Delivers an email notification to the employee when a document is added to the eOPF
- Assures continuity of operations and disaster recovery.

·Due to the deployment of e-OPF and the implementation of myBiz, the NAF HR office can no longer file miscellaneous training documents in an employee's Official Personnel Folder (OPF). Employees are encouraged to enter their training in the My Training portion of myBiz. For specific instructions on how to access myBiz, please contact your servicing NAF HR Assistant.



**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

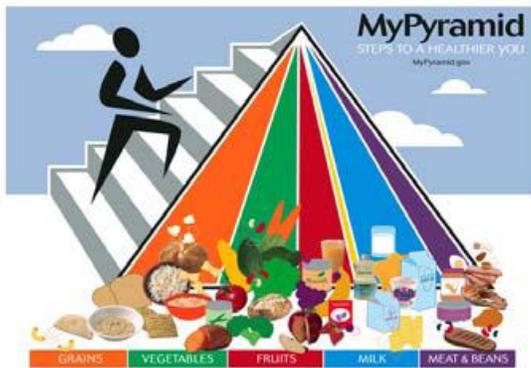
·VESTING AFTER 3 YEARS OF SERVICE

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



**I think of the garden after the rain;  
 And hope to my heart comes singing,  
 At morn the cherry-blooms will be white,  
 And the Easter bells be ringing!  
 ~Edna Dean Proctor, "Easter Bells"**

**The Fort Polk NAF HRO  
 would like to wish  
 all our employees and their families  
 a very Happy Easter!**



What kind of shopper are you? Do you think you are a savvy shopper always looking for a deal? Do you try to get the most out of the money that you spend? If so that is great. Well, grocery shopping is no different. You still want to be a savvy shopper in the supermarket, and look out for special deals and obviously get your money's worth. Being a savvy grocery shopper takes some skill and practice. Some questions come to mind when evaluating what kind of grocery shopper you are. For instance, do you have a grocery list? Does your shopping cart have mostly prepackaged foods? Do you shop on an empty stomach? All these questions are significant because they play an important part in healthy eating. Healthy eating starts with healthy food

shopping, and you do not want your body to pay the price for poor decisions you make in the grocery store. Here are some tips to help you become that savvy grocery shopper:

1. The process starts even before you head to the grocery store. Before you set out to go the grocery store, plan your meals for the week, and create a list to shop from. By doing this you will eliminate getting things you do not need and save time and money.
2. Another important tip to remember is to grocery shop according to the MyPyramid guidelines. To help meet the pyramid guidelines, you should fill your cart with plenty of fruits, vegetables, whole grains, dairy, lean meat, fish, poultry, beans and nuts. For more information on MyPyramid guidelines visit [www.mypyramid.gov](http://www.mypyramid.gov).
3. Shop the perimeter of the store and try to avoid filling up your cart with too many products from the middle aisles. When shopping the perimeter of the store you will find fresh produce, meat and dairy. You want to spend the most time in the produce section, which is usually the first area you encounter in most grocery stores, and usually the largest. Here is where you will get essential vitamins, minerals, and phytonutrient content from the colorful rainbow of fruits and vegetables. It is also beneficial to be adventurous in this section of the grocery store and try a new fruit once in awhile. Try papaya, pomegranate, or kiwi when in season. When you find yourself in the meat, fish and poultry section keep in mind certain recommendations such as the American Heart Association guidelines that states, eating fish two times a week is beneficial for your heart. This would be a great opportunity to pick up some salmon which is widely available and an excellent source of omega-3 fatty acids (good fat). When choosing meat opt for lean cuts such as round, top sirloin, and tenderloins and for ground beef, go as lean as possible with a ratio of 90/10, 95/5, or 97/3. When choosing poultry choose skinless, breast, and thighs. Completing the perimeter of the grocery store you will find yourself in the dairy section. Here is where you want to choose reduced fat, preferably low fat options of milk, cheese, and yogurt.

Once you have made your way through the perimeter of the store, now you can take on the middle aisles. Already in your cart you have fresh produce full of vitamins and minerals, excellent sources of protein from lean cuts of meat, fish, and poultry, and calcium rich foods from low fat milk, yogurt and cheese. The middle aisles are where you want to spend the least amount of time. There are still healthy options in these aisles you just have to know which ones they are. Here are some recommendations when shopping the middle aisles.

1. If you start with the frozen food section you can find anything from vegetables to ice cream. This section of the grocery store is convenient because most foods are already prepared and only need reheating, that can be a common pitfall because such convenient foods are loaded with salt. So if you were to shop the frozen food aisle shop for fruits and vegetables to fill the produce gap, especially when certain fruits and vegetables are out of season.
2. The next aisles are your breads, cereals, pasta, and rice. In these aisles you want to choose breads made with 100% whole grains and not simply 100% whole wheat. That is why it is important to read the nutrition fact label. You also want to look for breads that have at least three grams of fiber per serving. In the cereal aisle look for varieties made with whole grains, have six grams of sugar or less and contain at least five grams of fiber per serving. When choosing pasta try whole wheat pasta for a change. It is not as bad as you may think. An excellent brand that does not alter taste and holds pasta sauces well is Barilla®. When choosing rice, try brown rice, long grain rice, or even wild rice.
3. Canned fruits and vegetables is another aisle that has viable options. Canned vegetables for instance, are great to add in soups, salads, and pasta, just keep in mind to watch the sodium content. When buying canned fruit look for varieties packed in their own juices or water.

Bottom line: Being a savvy grocery shopper takes practice and within time the sequence of how you grocery shopper will reflect your healthy lifestyle. Be sure to keep these tips in mind on your next trip to the grocery store, and one last word of advice eat a snack or a meal prior to grocery shopping to avoid buying junk food.

Article by: Kristina Ouka, CYSS Nutritionist

## 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 531-6301.

Suggestions will be reviewed and addressed if at all possible.