



**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 8**

AUGUST 2012

BACK TO SCHOOL!



**August 10th –
1st day of school!**



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.



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FORT POLK CPAC GOES TO A STRUCTURED WORK SCHEDULE

The Fort Polk CPAC has secured the senior leadership’s approval of its plan to enhance customer service and productivity.

Since January 2012, the Fort Polk CPAC has lost five employees supporting the classification and staffing functions due to retirements and permanent changes in duty station. Like all other commands, CHRA, its parent agency, has also employed a restricted hiring policy designed to avoid the necessity to conduct a reduction-in-force. As such, permission to back-fill these positions has not been granted. This shortage of staffing coupled with the requirement to meet its production goals of assisting our customers with their workforce shaping initiatives and getting them a body in the seat within 80 days of receipt of a request, has necessitated the relooking of the workday.

In order to strike a proper balance between being available to our customers and accomplishing the required production, we must restructure our workday. Consequently, effective immediately, the CPAC will be available to see and assist customers during the hours of 0800 – 1200, Monday through Friday. The servicing HR Specialist will assist customers, return phone calls and emails during these hours. While walk-ins are welcome, it is requested that an appointment or phone call be made during these hours. To make an appointment, please call 531-4020. From 1230 to 1630, the CPAC will focus on production, except for emergencies, until further notice.

Please excuse any inconvenience as we strive to deliver the highest quality of HR products and services within available resources. Of course, we thank you for your cooperation.



**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:

ftpolknafcpac@polk.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!



AUGUST BIRTHDAYS!



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



NAF PAY DAYS FOR AUGUST

**AUGUST 8TH
&
AUGUST 22ND**



FMWR ONLINE TRAINING TO BE COMPLETED WITHIN THE FIRST 30 DAYS OF EMPLOYMENT AT:
www.imcomacademy.com



Tips on Managing the Heat

The risk of heat exhaustion and heat stroke rises along with the temperature and humidity. **Heat illnesses** occur when the body's cooling mechanism becomes overloaded. When the heat starts to rise - slow down. Regardless of your activity level, drink more fluids - your body needs water to prevent dehydration during warm summer days. Stay away from liquids that contain caffeine, alcohol, or large amounts of sugar. Stay indoors or in shaded locations; wear lightweight, light-colored, loose-fitting clothing; and limit your outdoor activity to morning or evening hours when it is cooler outside.

Signals of Heat Emergencies

Heat exhaustion is a milder form of heat-related illness that can develop well after dehydration occurs. Those most prone to heat exhaustion include the elderly, those with high blood pressure, and children. Some symptoms of heat exhaustion include: cool, moist, pale or flushed skin; muscle cramps; heavy perspiring; nausea and sometimes vomiting; weakness; dizziness; dry mouth; and a headache. Heat stroke is a life-threatening situation. It occurs when the body is unable to regulate its temperature. Heat stroke can occur within 10-15 minutes of the first symptoms. Signs of heat stroke include: very high body temperature (above 103 degrees); hot, dry, red skin; no sweating; nausea; dizziness; confusion, disorientation, hallucinations; or loss of consciousness.

Treatment of Heat Emergencies

If you feel you are suffering from **heat exhaustion**, it is important to get out of the sun and into a cool place; loosen clothing; drink water/fluids (be sure to avoid caffeine and alcoholic beverages); take a cool shower, bath or sponge bath; and rest. Heat Stroke is a medical emergency - have someone call for immediate medical assistance while you begin cooling the victim. Get the person to a shaded area; cool him/her rapidly using whatever methods you can (immerse in a tub of cool water, place in a cold shower, spray with cool water from a garden hose); do not give fluids; if convulsions occur, keep the victim from injuring himself; call the hospital emergency room for further instructions if medical assistance is delayed in responding.



The process for new employees to obtain an Outlook account has changed effective immediately. This is the new order to be followed:

CPAC > MANAGEMENT > IN AND OUT PROCESSING
 - CAC ID > DFMWR SECURITY - DOUG CUNNINGHAM
 > IAO TRAINING - EARL EAST.

As a supervisor you are required to assist your newly in-processed employees by sponsoring them in obtaining an AKO Account. In addition to sponsoring your employees, you are now required to electronically initiate DD Form 2875 and electronically sign and forward to Earl East. Once you have completed this step, employees will be able to obtain a CAC Card through In and Out Processing - ID Card Section. After their CAC Card is obtained, employees will report to Doug Cunningham in building 350 for a security check and finally to Earl East for training. This training will take approximately 2-3 hours to complete and will only be offered on Monday and Friday from 0900-1100 at Bldg #2201 (IT Office - Bldg next to red & white water tower between Alabama and Georgia).

It is requested that this process is completed within 2-3 days in order for NEC to process the request and establish the new outlook accounts timely. The sooner you, as a supervisor, sponsor your employees and complete DD Form 2875, the sooner your employees will be fully functional.

Thank you for your immediate attention and cooperation with this important matter.

For all questions related to these changes please contact Earl East at (337)353-3401.



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@us.army.mil
2. 2. Call 531-6301.

Suggestions will be reviewed and addressed if at all possible.