



**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 2**

FEBRUARY 2012

**PRESIDENT’S DAY –
MONDAY, FEBRUARY 20th**

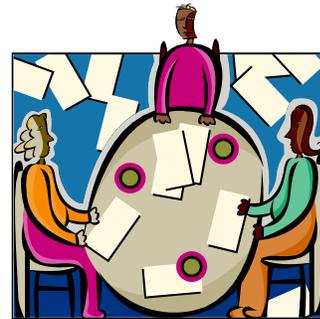
Presidents' Day, also called Washington's Birthday, occurs each year in the United States on the third Monday in February. The holiday celebrates the birthdays of presidents George Washington (February 22) and Abraham Lincoln (February 12).



WELCOME NAF NEW HIRES!

JANUARY

- Ms. Kathryn Hanson, Recreation Assistant (Golf)
- Ms. Natassia Santiago, Waiter
- Ms. Kistet Tefera, Food & Beverage Attendant
- Ms. Brittany McCullough, Food & Beverage Attendant
- Mr. Kenneth Eldridge, Bowling Equipment Repairer Leader
- Mr. James Callaway, Recreation Assistant (Outdoor)



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CPB 7-12 SCHEDULING OF ANNUAL LEAVE – NAF

Family & Medical Leave Annual Notice

SCHEDULING OF ANNUAL LEAVE – NAF

FAMILY and MEDICAL LEAVE

1. Article XVI, Section 2, of the Negotiated Agreement between Fort Polk, Louisiana, and NAGE Local R5-168 (NAF) provides in pertinent part:

"The Employer will make an effort to allow each employee having a sufficient amount of accrued leave a vacation period of at least two consecutive weeks annually. Not later than March of each year, employees will be requested to submit proposed dates for this vacation period. As soon thereafter as practicable, the leave schedule will be prepared and made known to the employees so that they can make their plans accordingly."

2. In order to avoid a violation of the Negotiated Agreement, managers and supervisors are reminded to (a) request employees to submit proposed dates for vacation periods not later than **31 March 2012** and (b) prepare and post a leave schedule and advise employees accordingly as soon thereafter as practicable.

3. Managers and supervisors desiring assistance and/or further information regarding the scheduling of annual leave should contact the Human Resource Advisor assigned to their organization at 531-4955 or NAF Personnel Officer at 531-4906. Information regarding the requirements of the Negotiated Agreement may be obtained from the Labor Relations Specialist at 531-6814.

FOR THE COMMANDER:

//SIGNED BY//

DONALD R. MALLET

Director, Civilian Personnel Advisory Center

In accordance with controlling regulations, employees must be informed of their entitlements and responsibilities under the Family and Medical Leave Act, including the requirements and obligations of employees. This serves as our annual notice.

Entitlement

Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- The birth of a son or daughter of the employee and the care of such son or daughter;
- The placement of a son or daughter with the employee for adoption or foster care;
- The care of a spouse, son, daughter, or parent of the employee who has a serious health condition;
- or
- A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and Office of Personnel Management regulations for using annual and sick leave, for any unpaid leave under the FMLA. (The amount of sick leave that may be used to care for a family member is limited.) FMLA leave is in addition to other paid time off available to an employee.

Job Benefits and Protection

Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment." An employee who takes FMLA leave is entitled to maintain health benefits



coverage. An employee on unpaid FMLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.

Advance Notice and Medical Certification

An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable. An agency may request medical certification for FMLA leave taken to care for an employee’s spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

Additional information on FMLA may be found in JRTC & FP Reg 690-20 and online at www.opm.gov.



**EMERGENCY SITUATION
(INCLEMENT WEATHER)**

It is within the administrative authority of a commander or head of an activity to close all or part of an activity and to administratively excuse employees when there is legal or regulatory authority established to permit the absence without charge to leave. This authority does not extend to periods of interrupted or suspended operations that can be anticipated far enough in advance to permit arranging for assignment to work areas or the scheduling of annual leave.

This serves to advise you of the means of employee notification in the event of an emergency situation due to inclement weather, reiterate early release and late arrival practices, and identify “Mission Critical Emergency” and “Emergency Employees” who are expected to report for, or remain at, work in emergency situations, unless otherwise notified.

First, when employees are off duty and a general emergency situation develops that may delay or prevent the workforce from reporting to work on time, they should:

🕒 Tune to the following local radio and television stations:

- 1) KVVP 105.7 / 95.7, Leesville
- 2) KJAE 93.5, Leesville
- 3) KALB-TV (5) (NBC), Alexandria

- 4) KLAX-TV (31) (ABC), Alexandria
- 5) KPLC-TV (7) (NBC), Lake Charles
- 6) KLFY-TV (10) (CBS), Lafayette
- 🕒 Log on to <http://www.jrtc-polk.army.mil>

Assume reporting instructions are normal until receiving instructions to the contrary on one of the above official sources or from a supervisor.

Turning now to closure, early release and late arrival practices, the commander’s exercise of authority outlined above in emergency situations will impact the leave treatment of appropriated fund civilian employees as follows:

Early Release (Installation Remains Open):

If inclement weather should result in a decision to release employees from duty early (before the regular close of business), only those employees on duty at the time an early dismissal is announced are entitled to excused absence. Employees who are already on approved leave when the early dismissal is announced are not entitled to excused leave. Examples: Early dismissal is announced at 1200 to be effective at 1400.

Employees on duty at 1200 will be granted excused absence commencing at 1400.

Employees on duty at 1200 may take annual leave up to 1400 and will be granted excused absence commencing at 1400.

Employees who are on annual or sick leave at 1200 are not entitled to excused absence.

Also, the decision can remain open and simply grant Liberal Leave – No excused absence will be granted due to inclement weather.

Late Arrival:

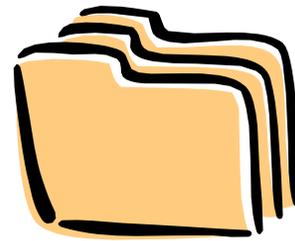
Inclement weather precludes employees from reporting on time. Excused absence granted (time specified by the commander) for those employees who ultimately report for work. For example, the announcement is made, “employees report 2 hours later than normal.” Employees who actually report to work are granted 2 hours of excused absence from the beginning of their tour on that day. Employees who do not report to work at all on that day would not be granted any excused absence.

Finally, with respect to “Mission Critical Emergency” and “Emergency Employees”, employees who occupy such positions or have been designated as a “Mission Critical Emergency” or “Emergency Employee” must be identified and

informed of such by their supervisor. As such, these employees are expected to report for, or remain at, work to perform assigned duties in emergency situations, unless otherwise notified. Dismissal or closure announcements do not apply to you, unless instructed otherwise by your supervisor. If a designated employee does not report for work or remain at work as required, he or she may be charged annual leave, sick leave, credit hours, compensatory time earned, LWOP or absence without leave (AWOL), if appropriate. Additionally, formal disciplinary action may also be taken.

Questions regarding leave should be directed to management.

Happy Valentine's Day!



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.



**NAF HRO –
HOURS OF
OPERATION**

**MONDAY -
THURSDAY
8:00 AM TO 4:30
PM**

**First Friday of
each month
0800 – 1200 Noon**



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. The employee must have been employed at least 30 days prior to requesting a PIN.

The NAF HR Office highly encourages ALL NAF employees to request their PIN number as soon as possible to avoid stressful, frustrating situations in the future. The fastest way to access 2011 W-2's will be through myPay - so don't delay!



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!



GROUND HOG DAY!



Thursday, February 2nd!

FEBRUARY BIRTHDAYS!



The NAF HR Office would like to wish all of our NAF employees who will be celebrating a birthday in February 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:

polk.nafcpac@conus.army.mil



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



PERFORMANCE APPRAISALS

Employees serving under a regular appointment and flexible employees in the NF pay system will be issued a performance evaluation and rating plan. The system was established to evaluate the quality of employee performance on a continuing basis against realistic performance requirements. Employees are advised of requirements of their jobs, evaluated on their performance, recognized for exceptional performance, and provided necessary information in order to improve performance where identified. Performance is evaluated fairly and objectively

and discussed with each employee. An annual performance rating remains in effect until superseded by the next successive annual rating. There are 5 official performance ratings that may be assigned to the employee's level of performance as follows:

Outstanding – This rating is authorized when all aspects of an employee's performance or goals and objectives have exceeded the requirement for satisfactory performance and are sufficiently outstanding to deserve special commendation and recognition.

Excellent – This is authorized when the majority of the aspects of an employee's performance or goals and objectives are exceeded. Employee performance is of a quality clearly exceeding the requirement for a satisfactory rating.

Satisfactory – A satisfactory rating is authorized when the employee's performance meets, but does not exceed the aspects of performance or goals and objectives to the degree required for a rating of excellent.

Minimally Satisfactory – The employee marginally meets the aspects of performance or goals and objectives and is often below the satisfactory level. The employee will be counseled on duty requirements and given the opportunity and necessary training to improve performance.

Unsatisfactory – An unsatisfactory rating is authorized when an employee's performance fails to meet the aspects of performance or goals and objectives for satisfactory performance, in spite of a written warning notice and effort by the supervisor to help the employee improve. This level may only be assigned after the supervisor has warned the employee, in writing about work performance that fails to meet the performance standards or goals and objectives. Action will be immediately taken to reassign or separate the employee.

EXIT SURVEY

Army has developed the following exit survey to study the reasons why people leave Army service voluntarily. The assistant G-1 for Civilian Personnel office will use the collective responses of departing employees to examine employee turnover and identify ways to become a more desirable employer.

Your reasons for leaving Army are very important to our study, as we seek to improve the overall work environment for current and new employees. Therefore, we hope you will take the time to complete the questionnaire before you actually leave our employer. You should be able to complete the survey in about five minutes.

If you held more than one position during your tenure, please respond based on your feelings toward your most recent position. Please answer each item as honestly and frankly as possible. If any question is objectionable to you, you may skip it and proceed to the next question.

Your responses are completely confidential. In order to maintain this confidentiality, please do not put your name in any part of this survey. We have automated the data collection process by combining your responses with those of other departing employees to examine general statistical trends in employee turnover.

When you complete the questions, you may submit it to us by clicking the "submit" icon at the bottom of the last page.

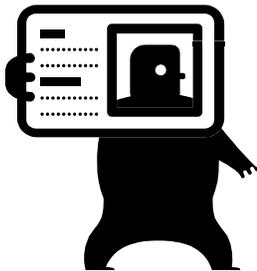
Thank you for assisting us with this most important survey - and good luck to you as you pursue your next endeavor.

<http://cpol.army.mil/library/survey/exitsurvey/>



NAF Regular Part-Time and Regular Full-Time employees are to clear the CPAC/NAF HRO prior to departure from Ft. Polk.

Also, all employees departing NAF employment at Fort Polk have an obligation to return their ID cards and CAC cards on their last duty day.



NAF PAY DAYS FOR FEBRUARY

**February 8
February 22**



FEBRUARY 15, 2012 DEADLINE FOR FSA REIMBURSEMENT CLAIMS!!!

- **If expenses were incurred January 1, 2011 – December 31, 2011, you must file your claims for reimbursement by February 15, 2012.**



Aetna Pharmacy Process Change

In December 2011, Aetna notified their servicing pharmacies that effective January 1, 2012, all pharmacies would be required to enter additional enrollment information located on the individual employee's Aetna ID Membership card. Therefore, it is necessary that all employees present their Aetna ID Membership card each time pharmacy services are received.





**Happy
Mardi Gras
Tuesday,
Feb. 21st!**



**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

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.