



**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”*

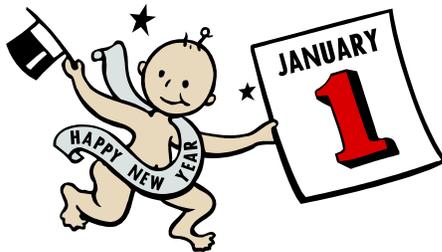


NAF NEWS BULLETIN  
NUMBER 1

JANUARY 2012

# 2012

## HAPPY NEW YEAR!



**THE NAF HR OFFICE  
WOULD LIKE TO  
WISH ALL NAF  
EMPLOYEES A VERY  
HAPPY NEW YEAR!**

**Thanks to all those  
NAF employees who stopped  
by the NAF HRO  
to update their mailing  
address for their W-2s!**

**2011 W-2 available  
on the myPay website!**

A copy of your electronic 2011 W-2 will be available on myPay effective 09 Jan 2011. Hard copies of your 2011 W-2's will be mailed out to all NAF employees the 10<sup>th</sup> of January.



<https://mypay.dfas.mil>

**ATTENTION!**

If you previously created a Login ID, you should enter it when logging into myPay instead of your social security number.

If you have never created a Login ID, you will need to enter your social security number the first time and then you will be prompted to create a Login ID by the system.

If you have previously created a Login ID but cannot remember it, click on the Forgot your Login ID link on the home page in order to retrieve it.



Control Your Pay With myPay!

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**DR. MARTIN LUTHER KING JR. HOLIDAY**

Each year on the third Monday of January, schools, federal offices, post offices and banks across America close as we celebrate the birth, the life and the dream of Dr. Martin Luther King Jr. It is a time for the nation to remember the injustices that Dr. King struggled against. It is a time to remember his fight for the freedom, equality, and dignity of all races and peoples - a time to remember the message of change through nonviolence. Let's all join in celebrating the day which provides us an inspiration to be the nation our forefathers envisioned.



**JANUARY BIRTHDAYS!**



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

**NAF PAY DAYS FOR 2012**

- January 11
- January 25
- February 8
- February 22
- March 8
- March 22
- April 05
- April 19
- May 03
- May 17
- May 30
- June 14
- June 28
- July 12
- July 26
- August 9
- August 23
- September 06
- September 20
- October 04
- October 18
- November 01
- November 15
- November 29
- December 13
- December 27



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)



# WELCOME NAF NEW HIRES!

## DECEMBER

- Ms. Kelsey Adams, CYPA
- Ms. Ms. Carla Britton, CYPA
- Ms. Sabrina Cornett, CYPA
- Ms. Stacy Griffin, CYPA
- Ms. Jessica Knudtson, CYPA
- Ms. Kayla Landis, CYPA
- Ms. Meghan E. Levins, Food & Beverage Attendant
- Ms. Myra Neal, CYPA
- Mr. Paul Ashworth, Cook
- Ms. Laura Derouen, Cook
- Ms. Shannon Beck, CYPA
- Ms. SaturninaJean Esguerra, Food Service Worker
- Ms. Mellisa Gaul, CYPA
- Ms. Aronica Russell-James, CYPA
- Ms. Kimberly Stover, CYPA
- Mr. Horatio Samuel, Cook
- Mr. James Baer, Recreation Assistant (Outdoor)

## **2012 WAGE SURVEY**

The Fort Polk NAF HRO will be conducting a wage change survey in the Rapides, Louisiana area. The survey is scheduled to be ordered in March 2012. The purpose of the wage change survey is to update the findings of the full scale survey conducted in 2011.

## CODE OF ETHICS



Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of ethical conduct set forth in applicable laws and regulations.

Do you remember reading the Code of Ethics during your orientation for employment with NAF? If not, please take a few moments to review.

**General Principles:** Employees shall apply the following principles in determining whether their conduct is proper.

Employees shall place loyalty to the Constitution, the laws, and ethical principles above private gain.

Employees shall not hold financial interests that conflict with the conscientious performance of duty.

Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

Employees shall not, except as permitted by law or regulation, solicit or accept gifts or other items of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

Employees shall put forth honest effort in the performance of their duties.

Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

Employees shall not use public office for private gain.

Employees shall act impartially and not give preferential treatment to any private organization or individual.

Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

Employees shall not engage in outside employment or activities, including seeking or negotiating for employment that would conflict with official Government duties and responsibilities.

Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes that are imposed by law.

Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age or handicap.

Employees shall endeavor to avoid any actions creating the appearance that they are violating ethical standards



**NAF HRO –  
HOURS OF  
OPERATION**  
  
**MONDAY -  
THURSDAY**  
**8:00 AM TO 4:30  
PM**  
**First Friday of  
each month**  
**0800 – 1200 Noon**



**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:

**Close/Suspend Operations:**

If there is a decision to *Close/Suspend Operations*, excused absence is appropriate for: all employees, including those who:

are scheduled, but failing to report or

are reporting after the period of closure begins and those with scheduled leave

Those employees whose supervisors have informed them that their presence at work is necessary for reasons of morale, health, welfare or essential activities will not be granted excused absence.

**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 your supervisor.

**NUTRITION ARTICLE**

**By: Kristina Ouka, CYSS Nutritionist**

It is that time of year already, New Year’s, a new beginning, a fresh start, an opportunity to make things right this year, and if you are like the 40 to 45 percent of American adults, you have made a New Year’s resolution. You may have gone to the extreme and vowed to eliminate all fats from your diet or given up on pizza and cake forever after the holiday indulgences. If so that is quite a daunting task. New Year’s resolutions have come to be known as short lived moments of sudden bursts of motivation that will most likely fail before the month of January is over. It does not help much that statistics will support that claim. Statistics reveal that 75 percent of people keep their resolutions after the first week. After two weeks, 71 percent are still on the wagon. After a month, 64 percent have kept their New Year’s resolution, and by six months 46 percent are still keeping the faith. Hopefully you will fall under the latter percentage. The top rated resolutions include smoking cessation, debt reduction, and weight loss. Without a doubt losing weight for many falls under their top New Year’s resolutions.

If this is your fifth year in a row you have set a goal to lose weight you may need a different approach this time around. Setting unrealistic goals is one of the biggest obstacles people have in not attaining their desired weight. Losing 20 pounds in a month is not healthy nor is it a realistic goal, however losing 10 pounds in 12 weeks is more attainable. With these simple healthy steps you can reach your desired weight loss goal and maintain it throughout the year.

1. Stay away from fad diets- It is mighty tempting when you hear a claim that states you can lose 20 pounds in a month if you eat nothing but cabbage. Granted you may lose the weight but what happens after that month is over and you go back to eating your regular\ diet? Chances are you will gain the weight back and a little extra. Diets that have you eliminate entire food groups from

your diet should give you a heads up that your weight loss will be short lived. It is important to remember that we need protein from lean meat sources and beans, dairy such as low fat milk, cheese and yogurt to maintain bone structure, fruits and vegetables to provide vitamins and antioxidants, good fats from fish, nuts, and liquid oils such as olive oil to transport vitamins throughout your body, and believe it or not you need carbohydrates to provide energy. Over the years carbohydrates have received a bad rap, but if you count your carbs right you can get away with more than you think.

2. Eat well 85 percent of the time- If this is the year you vowed never to eat pizza, you are already taking on more than you can handle. Eating pizza is not the problem the problem lays when you do not consciously make healthy decisions throughout the day or week. If you eat healthy 85 percent of the time there is nothing wrong with a slice of pizza for dinner paired with a side salad. Eating consciously means paying attention to what you are eating and why. For example, in the morning breakfast is important because it gets your metabolism revved up and ready to go so why not feed your body some whole grain cereal or oatmeal with low fat milk and a piece of fruit, for lunch try a whole wheat pita bread sandwich with diced grilled chicken, shredded lettuce, feta cheese and a dollop of Greek yogurt, and for dinner a piece of salmon with grilled asparagus. Choose healthy snacks like fruits and yogurt and at the end of the week you can indulge in a small treat without guilt because you know you have eaten consciously.

3. Exercise- Fitting regular exercise into your daily schedule may seem difficult at first, but if you make it interesting you can keep it up much longer. For weight loss aim for 45-60 minutes a day, 4-5 days a week. Try activities such as Zumba, swimming, walking, spinning, and even yoga. Strength training is also a big part of exercise as well and should be included in your regime. It would also be of much support if you track your individual physical activities and earn awards for active lifestyles by enrolling in the Civilian Fitness Program. There will be another session starting in May with registration in March.

Your body has carried you to yet another year, it is stronger than you think so why not take care of it and make this year count as your healthiest year to date. Happy New Year!!!!



The Ft. Polk NAF HR website has a new look!  
 Please check it out today at:  
[www.jrtc-polk.army.mil/cpac/naf.htm](http://www.jrtc-polk.army.mil/cpac/naf.htm)



**2012 ANNUAL WEINGARTEN NOTICE**

**NOTICE TO ALL BARGAINING UNIT EMPLOYEES**

1. Under Title 5, United States Code, section 7114(a)(2)(B), an employee being examined in an investigation (an investigatory examination or interview) is entitled to union representation if the examination is conducted by a representative of the agency, the employee reasonably believes that the examination may result in disciplinary action, and the employees asks for representation.

2. Specifically, the reference states:  
"(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at --

\*\*\*\*\*  
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(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if --

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation."

3. This right is commonly referred to as the "Weingarten" right, based on the U.S. Supreme Court's private sector labor decision in *NLRB v. J. Weingarten, Inc.*, 420 U.S. 251 (1975). Upon a valid request for union representation from the employee, management has three options:

(1) Grant the request and notify the union that a meeting to examine a bargaining unit employee is going to take place and that the employee has requested union representation;

(2) Stop questioning the employee and continue the investigation without interviewing the employee; or

(3) Offer the employee a clear choice to either continue the interview without representation, or have no interview.

3. Therefore, as required by 5 USC Section 7114(a) (3), you are hereby given annual notice of the right set forth in this provision.

4. Additional information regarding "Weingarten" rights can be obtained at <http://cpol.army.mil/library/permis/4122.html> .

\_\_\_\_\_  
//SIGNED BY

DONALD MALLETT  
Director, Civilian Personnel  
Advisory Center



**What is e-OPF?**

- 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

**e-OPF Update**

The Fort Polk NAF HR Office will begin transitioning to e-OPF during the first part of 2012. The projected conversion period for our region is June – July 2012.



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](https://www.chra.army.mil/catalog/NAF%20mybiz_myworkplace.htm)

If you haven't done it already, it is highly recommended that you gain access and explore MyBiz.

MyWorkplace access is also available for managers.



**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)

## 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](mailto:polk.nafcpac@conus.army.mil)

Suggestions will be reviewed and addressed if at all possible.