



**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 7**

**JULY 2012**

**HAPPY  
FOURTH  
OF  
JULY!**

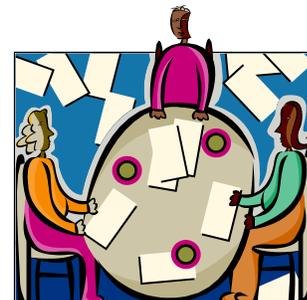


**THE NAF STAFF WOULD LIKE TO WISH  
ALL OF OUR NAF EMPLOYEES  
A HAPPY 4<sup>TH</sup> OF JULY!**

**WELCOME NAF NEW HIRES!**

**JUNE**

Ms. Tessa Jackson, Child & Youth Program Assistant  
Ms. Sherina Byrd Jackson, Recreation Assistant  
Ms. Jessica Oakes, Recreation Assistant  
Mr. Lucas Greer, Recreation Assistant  
Ms. Jessica Hamblin, Food & Beverage Attendant



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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.



*Until Every One Comes Home.®*



**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](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 staff gain access and explore MyBiz.

You can now enter your Emergency Contact information through My Biz!

Access My Biz by logging into DCPDS using your Professional DCPDS account (i.e., JANE.DOE-COS, JOHN.SMITH-COP, EUGENE.JONES-COC, etc) or log into My Biz by clicking on "Go" on the Employee Data section of Employee Tab in the CPOL Portal and logging in using your SSAN (with dashes) as your My Biz userid. After you've logged in, click on Update My Information, Emergency Contact Information and follow instruction to Add or Modify data.

If you have previously entered your information through the old Emergency Contact link on the CPOL Portal, your data has been transferred into your My Biz record. Take a moment and verify and/or update this information.



## Army Civilian Record Brief Quick Guide

**Updated: January 26, 2012**

### What is the Army Civilian Record Brief (CRB)?

The Army Civilian Record Brief is a one-page report of your critical human resources (HR) data. It contains information retrieved from the Defense Civilian Personnel Data System (DCPDS), which is the authoritative source of HR data for DoD civilian employees, and from other sources you may update yourself via online self-service applications.

### How do I update the information in my CRB? What does the data in each field represent?

Your information may be updated in a number of ways, depending on the section in the CRB. Each section of the CRB is also color coded to designate how the information may be updated. Descriptions of each field, explanations of the information they contain, and detailed update instructions can be found in the full User Guide, located at:

<http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>

- Blue shaded sections are updateable in MyBiz, which is a self-service Portal for all DoD civilian employees. You have ownership of this information, and the ability to correct and change it. A blue link at the bottom-left of the CRB will take you to MyBiz. The full MyBiz user guide is located at:

[http://www.cpms.osd.mil/hrbits/selfservice/selfservice\\_userguide.aspx](http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx)

- Tan shaded sections are updateable through the "Update My CRB" function in the CRB self-service application in the CPOL Portal. This is your information, input by you alone. A tan link at the bottom-left of the CRB will take you to the "Update My CRB" function.

- Supervisor and Supervisor email (Section 4): If your supervisor's name and email address are incorrect or display "Data Update Needed," please send the following link (or it's contents) to your immediate supervisor and ask them to follow the simple instructions:

[http://cpol.army.mil/docs/SSPH\\_Quick\\_Guide.pdf](http://cpol.army.mil/docs/SSPH_Quick_Guide.pdf)

- Home Address (Section 4): This is your personal home address as reflected in DCPDS. It originates from your payroll record, which is found in the Defense Civilian Payroll System (DCPS). If your mailing address is incorrect, you may update it via self-service at <https://mypay.dfas.mil/mypay.aspx>. Log in, and then select Correspondence Address under the header "Pay Changes" to update your home address. This update will flow to DCPDS and be visible on your CRB within 48 hours.

- White sections are only updateable by Army Civilian HR Professionals. Please review the full CRB User's Guide for instructions on how to submit a Helpdesk Ticket to request data corrections:

<http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>.

### ATTENTION MANAGERS:

To view your employee's information contained in their CRBs, you will need the Manager Tab on the CPOL portal.

Our office is in the midst of determining which managers do not have access to the Manager Tab in the CPOL portal, so that a help desk ticket can be submitted to request access for those managers that are unable to view this tab. Please follow the instructions below to see if you have the Manager Tab or not.

1. Go to <http://www.cpol.army.mil/>.
2. Click on Employee Portal Login (CAC).
3. Click OK
4. Click on your name and click OK.
5. You should see a Manager Tab as the third tab.

# JULY BIRTHDAYS!



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



## JULY PAY DAYS

July 11, 2012

July 25, 2012



**NAF HRO –  
HOURS OF  
OPERATION:**

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

**1<sup>ST</sup> FRIDAY OF  
EACH MONTH –  
8:00 AM TO 12:00  
PM**

### US ARMY NAF EMPLOYEE GROUP HEALTH INSURANCE PLAN

- OPEN CHOICE NETWORKS
- OUT OF NETWORK BENEFITS
- OUT OF AREA BENEFITS FOR ALL OVERSEAS TREATMENT AND SOME CONUS AREAS
- ARMY MWR EMPLOYEE PAYS ONLY 30% OF PREMIUM, UNLESS COLLECTIVE BARGAINING AGREEMENTS REQUIRE DIFFERENT AMOUNTS
- EMPLOYEE SHARE OF PREMIUMS PAID WITH PRE-TAX DOLLARS
- PRESCRIPTION DRUG CARD WITH SMALL CO-PAY IN CONUS
- MAIL ORDER DRUG PROGRAM FOR MAINTENANCE DRUGS WITH SMALL CO-PAY
- VISION AND HEARING CARE BENEFITS
- WELLNESS PROGRAM
- ELIGIBLE FOR EMPLOYER SUBSIDIZED RETIREE MEDICAL BENEFITS IF YOU MEET MINIMUM QUALIFICATIONS AND ELECT IMMEDIATE RETIREMENT BENEFIT
- DENTAL BENEFITS, PLUS OPTIONAL USE OF DENTAL NETWORK
- HMO'S AVAILABLE IN CERTAIN GEOGRAPHIC LOCATIONS





All NAF employees –  
flexible and regular status,  
need to outprocess with the  
NAF HR Office  
on their last duty day!



**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)



Hurricane hazards come in many forms, including storm surge, high winds, tornadoes, and flooding. This means it is important for your family to have a plan that includes all of these hazards. The first and most important thing anyone should do when facing a hurricane threat is to use common sense.

#### ARE YOU READY?

##### BEFORE THE STORM:

- Determine safe evacuation routes inland.
- Learn locations of official shelters.
- Check emergency equipment, such as flashlights, generators and battery-powered equipment such as cell phones and your NOAA Weather Radio All Hazards receiver.
- Buy food that will keep and store drinking water.
- Buy plywood or other material to protect your home if you don't already have it.
- Trim trees and shrubbery so branches don't fly into your home.
- Clear clogged rain gutters and downspouts.
- Decide where to move your boat.
- Review your insurance policy.
- Find pet-friendly hotels on your evacuation route.

## NUTRITION ARTICLE

By: Kristina Ouka, CYSS Nutritionist

There are times when we just cannot muster up the effort to make a home cooked meal and we settle for the convenience of take out or dining out. Sometimes it is good when someone else can serve you for a change. However, how do you know what is going on when you leave the preparation of your food to someone else? You cannot monitor how much oil they cook with, how much salt or sugar is being added to your food. Another thing to keep in mind is how often you eat out, which in turn can make a financial impact. We spend more money and waste more calories by dining out than ever before. The U.S. Department of Agriculture estimates that we eat 29% of our meals away from home, and the National Restaurant Association says that these meals take up 44% of our food budgets. Eating out if not already is about to become a bigger dieting challenge.

If you follow a pretty healthy eating plan most days out of the week dining out may not be as detrimental to your health or wallet in the long run. However, if you tend to dine out at least two to three times per week it may be harder for you to stick to a normal healthy diet. Here are some strategies to help you next time you are dining out at one of these restaurants.

### 1. Eating out at a Chinese

**Restaurant** - Chinese food is a blend of sweet and salty flavors. This means it can be loaded with

tons of salt and sugar. For instance an order of Lo Mein can have as much salt as a large pizza. Chicken and broccoli is a good alternative just ask the cook to ease up on the soy or garlic sauce. You should also avoid deep fried batter coated items. Instead choose stir fried seafood, chicken, beef and vegetables. Finally stay away from dishes that are based only on rice or noodles.

### 2. Eating at a Japanese

**Restaurant**- Sushi is usually the first thing that comes to mind when you think of Japanese food. Sushi is not a bad option but you obviously want to stay away from sushi with cream cheese or deep fried fish such as shrimp tempura. Also dipping sushi into soy sauce adds salt to the equation. You can use low sodium soy sauce instead. Some choices to savor are sushi made with cooked crab, shrimp, or eel. Miso soup is another healthy alternative.

### 3. Eating out at an Italian

**Restaurant**- It would be remiss not to mention pasta when talking about Italian cuisine. Most Italian dishes usually come with pasta however these dishes

are often loaded with oil or butter. If you are going to get a pasta dish choose a red sauce instead of a white cream sauce. Starting out with a Caesar salad is a great option; just remember to ask for the dressing on the side. Bread is a common pitfall when eating out. Ask the waiter not to bring bread to the table if you feel you are going to overindulge. When dining out choose options such as chicken Marsala (ask to go light on the sauce), pasta fagioli or minestrone soup, small bowl or as a main course is a great option. Fish, chicken, or meat with two vegetables is another healthy alternative.

4. **Eating out at a Mexican Restaurant-** For starters chips, salsa, and margaritas seem unavoidable when dining out at a Mexican restaurant. These combinations carry a hefty caloric load even before you start your meal. If you must, get both the chips and salsa, stay away from the con queso and save the margarita for the next visit. Choose fajitas made with grilled or sautéed vegetables and lean meat. Hold on the sour cream but add guacamole (good

monounsaturated fat), and pico de gallo (tomatoes are a great source of lycopene). Quesadillas made with a small amount of cheese and lean protein such as chicken is also another great option. Burritos made with shredded lettuce, lean beef and a small amount of cheese is another alternative. A great way to cut your calories in half is to ask for a takeout box before your meal and divide your meal and save the rest for later. This technique will save you from overindulging as well.

With today's growing health concerns certain restaurants are starting to recognize the need to offer healthier alternatives to their menus. Pay attention to these sections of the menu because these options are lower in salt, fat, and overall calorie content. Dining out at some point was considered a treat or a splurge, however, with more people dining out most days of the week it has become the norm for many people. If you can go back to eating out on a rare occasion it will not be harmful to indulge once in a while.





**JOB SEARCH WORKSHOP  
AT ACS  
Wednesday, July 25<sup>th</sup>  
Please call (337) 531-6922  
for more information!**

**ASK YOUR  
HUMAN RESOURCES ASSISTANT!**

Q: What does the "N" stand for in the NAF positions such as NF, NA, NL, and NS?

A: NF = Nonappropriated funds  
NA = Non Administrative  
NL = Non Administrative Leader  
NS = Non Administrative Supervisor

Q: What is an Emergency-Essential (E-E) position?

A: E-E civilian employees in place who occupy overseas E-E positions, or deploy U.S. based employees overseas who occupy positions that have been identified as critical to accomplishment of the military mission. E-E position is in support of unforeseen circumstances or the exigencies of a particular military crisis. Reference: DoD 1404.10

Q: Does a Flex employee have a choice of overtime or compensatory time?

A: It depends on what pay system the employee falls under (FWS-Blue collar // NF/CY-White collar).

All blue collar employees are entitled to overtime pay in work in excess of 8 hours a day or 40 hours per week (whichever provides the greater benefit to the employee). White collar employee's entitlements are driven by the FLSA determination of the position, "Non-Exempt" or "Exempt". Non-Exempt employees are entitled to overtime pay for hours worked in excess of 40 hours per week. Exempt employees are not entitled to overtime or compensatory time unless pre-approved by management. Reference: AR 215-3 Chapter 3.



**ARTICLES FOR BULLETIN**

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to the following:

- 1. [polk.nafcpac@us.army.mil](mailto:polk.nafcpac@us.army.mil)

Suggestions will be reviewed and addressed if at all possible.

**//Original Signed//**

**DEYKA V. FARRAR**

**NAF Human Resources Officer**

Civilian Personnel Advisory Center/NAF HR Office