



**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 6**

**JUNE 2012**

# Summer Vacation

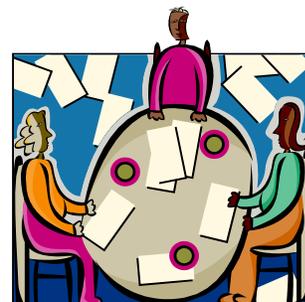


**THE NAF STAFF  
WOULD LIKE TO WISH  
ALL OF OUR NAF EMPLOYEES  
A GREAT SUMMER!**

# WELCOME NAF NEW HIRES!

## MAY

- Ms. Juliana Plugues, Child & Youth Program Assistant
- Ms. Jamee Solomon, Child & Youth Program Assistant
- Ms. Kapavik, Administrative Assistant (CYS)
- Ms. Linda D. Ness, Human Resources Assistant (NAF)
- Ms. Elizabeth Mwangi, Child & Youth Program Assistant
- Ms. Jacqueline Colindres, Administrative Assistant (CYS)
- Ms. Sarah Lancia, Marketing Assistant



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Until Every One Comes Home.®



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!



**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)



**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.

With your CAC card, you are able to log-on to My Biz to view your personnel information and to update certain personal information.

Managers and supervisors can log-on to My Workplace to view personnel information for their employees all in one place.

Information on logging in and accessing the information is available at the NAF HRO!



**JUNE BIRTHDAYS!**



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





**NAF HRO –  
HOURS OF  
OPERATION**

**MONDAY - FRIDAY  
8:00 AM TO 4:30 PM  
AND FIRST FRIDAY OF  
EACH MONTH:  
8:00 AM TO 12:00 PM  
CLOSED - JUNE 1st**

**JUNE PAY DAYS!  
JUNE 13th  
JUNE 27th**



THINKING OF RETIRING?  
HERE'S THE STEPS YOU'LL NEED TO TAKE...

- Visit your servicing personnel office
  - Complete Standard Form 52/Part E to resign for the purpose of retirement
  - Complete DA Form 3715-R to request NAF retirement
  - Review and update all your demographic and beneficiary data
    - Request continuation in DODHBP if eligible
- Submit entire packet to the NAF HR Office 30-45 days prior to your desired retirement date

**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



## HIPAA Privacy Notice

Located at:

<http://www.army.mil/fmwrc/docs/HIPAAPrivacyNotice.pdf>



Employees transferring to other installations or going on Leave Without Pay (LWOP) as a result of a PCS Move are required to have a final Benefits Out-Processing appointment. At the time of the appointment, they are given a 20-30 minute complete benefits briefing here at the NAF HR Office detailing the disposition of their benefits during and after their LWOP status. In addition to the briefing, they are provided with a benefits packet and contact information of their next duty station. They are also provided a signed DA 3434 Personnel Action placing them on LWOP. This last document is critical if applying for other NAF or APF positions at the new duty station.

It is the responsibility of the employee to contact the NAF HRO as soon as they become aware of the move.

If you are a supervisor, and you approve an employee to go on LWOP remember that they HAVE to make an appointment with our office on their last physical day at work to out-process their benefits.

## For Supervisors & Managers of Army NAF employees

It has been two years since Army NAF Human Resources (HR) officially implemented the use of event codes for the purpose of tracking NAF Productivity on recruit/fill Requests for Personnel Action (RPAs). NAF Human Resources Offices (HROs) are now using these event codes to document recruit/fill RPAs submitted to them electronically through the Defense Civilian Personnel Data System by managers/supervisors. Each step of the recruitment and fill process is documented and date stamped in the system.

The goal of NAF Productivity is to provide Army NAF HR, as well as its serviced organizations, the capability of measuring NAF recruit/fill times. As an added benefit, event coding offers managers/supervisors the ability to track and review every RPA that they submitted to the NAF HRO. Productivity reports will provide valuable information which will help us address any shortcomings discovered during the recruitment process. Our hope is that these tools will also pave the way for improved communications between the NAF HR staffs and serviced managers/supervisors.

The intent of this article is to ensure that serviced managers and supervisors are aware of their capability to track and review RPAs using the RPA Tracker and/or Inbox Statistics options. The attached RPA Tracker user guides as well as screen-prints on how to access the RPA Tracker and Inbox Statistics are provided for your convenience and reference. We highly encourage managers and supervisors to regularly access and review the status of their RPAs using these tools.

The RPA tracker tool enables management and NAF HR increased visibility and transparency throughout the recruit/fill processes. It is our sincere hope that, with that transparency, we can work together toward discovering more effective and efficient ways of executing recruit/fill processes.

Your servicing NAF HRO is equipped to answer questions and provide information on the use of these tools.

**Father's Day – Sunday, June 17<sup>th</sup>!**



**F.A.T.H.E.R.S.**

- "F" aithful.
- "A" lways there.
- "T" rustworthy.
- "H" onoring.
- "E" ver-loving.
- "R" ighteous.
- "S" upportive.

**FORT POLK HAS A PROGRAM TO ASSIST CIVILIANS!**

**The program is designed to provide free, confidential services to include; screening to identify the employee's problem, short-term counseling and a referral for additional services if needed.**

The Employee Assistance Program (EAP) is an administrative program that provides services to Department of the Army Civilians and Family Members, Military Family Members and Retired Military Personnel. Call (337) 531-1281 to speak with the Army Substance Abuse Program Manager to get help with stress, emotional problems, family issues or alcohol and drug abuse and treatment. Help is here to address all personal concerns that might affect job performance.

**DID YOU KNOW?**

Most abused prescription drugs come from family and friends. We could be drug dealers and not even know it. Even though these medications are meant for injuries, diseases and pain, experimentation does occur frequently.

According to a study by the National Center on Addiction and Substance Abuse, the abuse of pharmaceutical controlled substances grew at two times the rate of marijuana, five times the rate of cocaine and 60 times the rate of heroin between 1992 and 2003. These drugs are readily available and thought to be safe. Therefore, they are often taken in higher doses and combinations than prescribed. Keep medications out of reach of children. Use a lock-box for storage.

Proper disposal of unused prescription drugs can save lives. Take-back programs are the best way to dispose of drugs. If a program is not available, take the medications out of the bottles. Wet them and mix them with kitty litter or coffee grounds. Seal them in a bag and throw them away. (Information courtesy of U.S. Drug Enforcement Administration. [www.deamuseum.org](http://www.deamuseum.org)).

Employee Assistance  
1941 5<sup>th</sup> Street  
Building 2048



## 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.

## NAF Supervisors

The Fort Polk NAF HRO has transitioned to a fully automated recruitment process through the USA Staffing system. By now, you should have received your USERNAME, and step by step instructions to establish your password to the USA Staffing selection manager account. Selection Manager is the hiring official's interface for USA Staffing. If you did not receive an email from your servicing NAF Human Resources Assistant with this information please notify us immediately.

Effective May 1, 2012 we began issuing certificates(referrals) via the USA Staffing system. As we advertise positions and go through the complete recruitment cycle, It will only be a matter of time before each of you selecting officials will begin making selections through the automated system. In order to assist you with this new process, we ask that you take the time to get familiar with the USA Staffing Selection Manager Site. Please review the attached Selection Manager Quick Start Guide. This guide will teach you everything you need to know about the selection process. You can access certificates(referrals), review and print application materials, upload documents, make hiring decisions, and return certificates electronically to the Human Resources Office. Please DO NOT wait until you receive your first certificate(referral) to establish your USA Staffing password and to review this guide. Today's productivity is being measured with timeliness, and as with the previous recruitment process, you have a limited amount of time to review, interview, select and return your selection to the NAF HRO.

If you encounter difficulty with this process, or if you have any questions regarding USA Staffing Selection Manager accounts, please don't hesitate to contact your servicing NAF HR Assistant.

## GOOD BYE AND GOOD LUCK!

STEPH LONG, NAF HR ASSISTANT, WILL BE LEAVING THE NAF HR OFFICE AND SHE WILL BE MISSED. STEPH JOINED THE NAF HR TEAM IN MAY OF 2010. WE'VE LOVED WORKING WITH HER. SHE'S A HARD WORKER, DEDICATED TO GETTING THE JOB DONE AND HER CUSTOMER SERVICE IS ABOVE & BEYOND! WE WISH HER LUCK IN ALL FUTURE VENTURES. WHEREVER SHE GOES, SHE WILL DO GREAT THINGS!  
WE LOVE YOU STEPH!



## 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.