



**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 3**

MARCH 2012

*Happy St. Patrick's Day!
Saturday, March 17th, 2012*



*IRISH BLESSING
A Blessing from St. Patrick*

*May the road rise to meet you,
May the wind be always at your back,
May the sun shine warm upon your face,
May the rains fall soft upon your fields,
And, until we meet again,
May God hold you in the hollow of His hand.*



2012 DoD WAGE SURVEY

In accordance with the provisions of title 5 CFR (Code of Federal Regulations) Part 532, a wage change survey in Rapides, Louisiana wage area #24 has begun. The purpose of the wage change is to update the findings of the full scale survey that was conducted in March 2011.

Data collected on the survey jobs will be used to measure the prevailing level of wages in Vernon and Rapides Parishes. The survey will result in the issuance of new NAF Pay Schedules for all prevailing Rate employees (NA,NS,NL)in the area.

NOTE: FWS employees will not receive a pay increase this year as a result of the wage survey. We are still operating the wage surveys the same way, even though there is a Federal wage freeze. Private sector pay levels must be measured in order to set appropriate pay levels after the freeze is lifted.

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WELCOME NAF NEW HIRES!

FEBRUARY

Lindsey Bowers, Animal Caretaker
 Cheryl Hanschu, Animal Caretaker
 Tanya Mitcham, Waiter, Mulligan's
 Catherine E. Travis, CYS Facility Director
 Ms. Oedies R. Gardner, CYPA
 Mr. Joshua Bradford (BOD-462324 vice Gassaway): Food & Beverage Attendant
 Mr. Robbyn Johnson (CDC-230890 vice Williams): Maintenance Worker (MVO)
 Ms. Tiffani Oneal (CDC-514310 vice Clarke): CYPA



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.

Due to the deployment of e-OPF and the implementation of myBiz, the NAF HR office can no longer file miscellaneous training documents in an employee's Official Personnel Folder (OPF). Employees are encouraged to enter their training in the My Training portion of myBiz. For specific instructions on how to access myBiz, please contact your servicing NAF HR Assistant.

OFFICE SAFETY AWARENESS



WORKSTATIONS

- *Designed to reduce excessive bending and stretching*
- *Good housekeeping is essential*
- *Never store items under your desk*
- *Never store items on top of cupboards*
- *Never leave desk and/or filing cabinet drawers open*



Control Your Pay With myPay!

<https://mypay.dfas.mil>

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!

April 15, 2012

Deadline to file individual tax returns (Form 1040, 1040A, or 1040EZ) or to request an Automatic Extension (Form 4868). An extension provides an extra six months to file your return. Payment of the tax is still due by April 15th. You can submit payment for tax along with the extension form.





**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



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.

You may 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 in one place.



Until Every One Comes Home.®



MARCH BIRTHDAYS!



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



Tuesday, March 20th -
1st Day of Spring!



**NAF HRO -
HOURS OF
OPERATION**

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

**FRIDAY -
8:00 AM TO 12:00
PM
(FIRST FRIDAY OF
EACH MONTH)**

**MARCH PAY DAYS:
MARCH 7TH &
MARCH 21ST**



**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





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

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.