



**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 9**

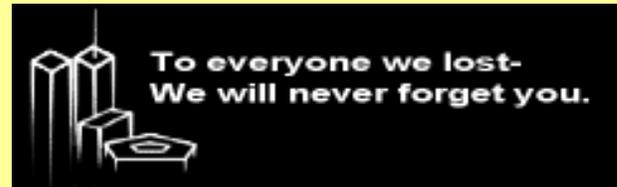
SEPTEMBER 2012

We hope your Labor Day was great!



Four Reasons Working is Good for Your Health

1. Those who are employed are less likely to suffer from chronic diseases.
2. Those who are employed are less likely to be hospitalized.
3. Working lowers mortality rates.
4. Vacation Time and Health Benefits which are both good for your health.



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.

Remember that if the myPay website goes through an update and you've turned off your hard copy LES or if you change your address you must turn off the hard copy LES again.

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What's New in the NAF HRO World?

· New Hours of Operation for the CPAC
Effective August 2012

FORT POLK CPAC GOES TO A STRUCTURED WORK SCHEDULE

The Fort Polk CPAC has secured the senior leadership's approval of its plan to enhance customer service and productivity.

Since January 2012, the Fort Polk CPAC has lost five employees supporting the classification and staffing functions due to retirements and permanent changes in duty station. Like all other commands, CHRA, its parent agency, has also employed a restricted hiring policy designed to avoid the necessity to conduct a reduction-in-force. As such, permission to back-fill these positions has not been granted. This shortage of staffing coupled with the requirement to meet its production goals of assisting our customers with their workforce shaping initiatives and getting them a body in the seat within 80 days of receipt of a request, has necessitated the relooking of the workday.

In order to strike a proper balance between being available to our customers and accomplishing the required production, we must restructure our workday. Consequently, effective immediately, the CPAC will be available to see and assist customers during the hours of 0800 – 1200, Monday through Friday. The servicing HR Specialist will assist customers, return phone calls and emails during these hours. While walk-ins are welcome, it is requested that an appointment or phone call be made during these hours. To make an appointment, please call 531-4020. From 1230 to 1630, the CPAC will focus on production, except for emergencies, until further notice.

Please excuse any inconvenience as we strive to deliver the highest quality of HR products and services within available resources. Of course, we thank you for your cooperation.

· eOPF Coming Soon! (October 2012)

ArmyNAF eOPF

Electronic Official Personnel Folder (eOPF) is a system developed as a management solution to handle official personnel files and to simplify your access to your own Official Personnel Folder (OPF). The OPF contains Human Resource (HR) records and documents related to Federal Civilian employees. An OPF is created when an employee begins Federal service, and is maintained throughout the employee's career in accordance with the United States Office of Personnel Management (OPM) regulations.

· Onboarding Manager (OM) Coming Soon! (November 2012)



The USA Staffing® (USAS) Onboarding Manager (OM) module supports all aspects of pre-employment in-processing to include Outside Continental USA (OCONUS) permanent change-of-station (PCS) moves. OM will replace the e-EOD tool and align Army with Enterprise Human Resources Integration (EHRI) requirements for implementing the Office of Personnel Management (OPM) electronic Official Personnel Folder (eOPF). Onboarding Manager will be Army's primary system to capture data necessary to complete the onboarding forms, which will then be electronically transmitted to the new

employee's electronic Official Personnel Folder.

- NAF Employee Benefits – Coming Soon! (Open Season – November 2012)
Stay tuned for specific dates...
Future benefit – ROTH IRA!!!!



US ARMY NAF EMPLOYEE 401(k) SAVINGS PLAN

You may elect to participate in the 401(k) Savings Plan if you are a regular full time or regular part time NAF employee working at least 20 hours a week. To join the 401(k), you must fill out and sign DA Form 7426 which is available from your NAF HR Office.

·TAX DEFERRED SAVINGS

·CONTRIBUTE UP TO IRS ANNUAL MAXIMUM - \$13,000 IN 2004, \$14,000 IN 2005, AND \$15,000 IN 2006

·CATCH-UP CONTRIBUTIONS FOR OVER AGE 50 PARTICIPANTS UP TO \$3,000 IN 2004, \$4,000 IN 2005, AND \$5,000 IN 2006

·EMPLOYER GIVES YOU MATCHING CONTRIBUTIONS FROM 1% - 3%

·CHOOSE FROM NINE INVESTMENT FUNDS

·24 HOUR TOLL FREE AUTOMATED BENEFITS LINE AND INTERNET ACCESS TO YOUR PERSONAL 401(K) ACCOUNT

·QUARTERLY MAILED STATEMENTS OR ONLINE STATEMENTS AVAILABLE ANY TIME

·HARDSHIP WITHDRAWALS

·LOAN PROGRAM

·ROLLOVERS TO AND FROM QUALIFIED PLANS

·VESTING AFTER 3 YEARS OF SERVICE

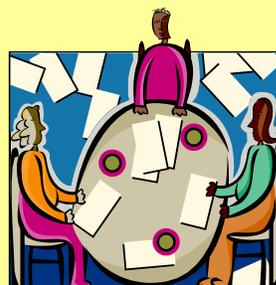
·FREE ON-LINE FINANCIAL PLANNING AND INVESTMENT ADVICE TO HELP YOU PLAN FOR YOUR RETIREMENT



WELCOME NAF NEW HIRES!

AUGUST

- S. Parker, HR Asst (NAF)
- M. Palafox, CYPA
- W. Marshall, CYPA
- D. Freaney, CYPA
- M. Nance, Administrative Assistant (CYS)
- K. Reeder, CYPA
- M. Boettner, Recreation Assistant
- S. Chambers, Recreation Aid (Lifeguard)
- S. Martinez, Recreation Aid (Lifeguard) recreation
- B. Monge Figueroa, Recreation Aid (Lifeguard)
- T. Newman, Recreation Aid (Lifeguard)



NAF PAY DAYS FOR SEPTEMBER



SEPTEMBER 5th

&

SEPTEMBER 19^t



**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

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



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

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

MyWorkplace access is available for managers. However, until the organizational hierarchies are built managers will not be able to see any employee information. The NAF HRO is currently working to build these hierarchies. Please stay tuned for further information on this.



SEPTEMBER BIRTHDAYS!



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



Let's talk about attendance!

This is a reminder of the upcoming 2012 Constitution Day.

September 17 has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787. Specifically, Congressional Appropriations Bill H.R. 4818, P.L. 108-447, requires Federal agencies to provide new employees with educational and training materials on the U.S. Constitution as part of the new employee orientation materials; and provide all Federal agency employees educational and training materials on the Constitution on September 17th.

Constitution Day training materials are available from the CPMS website at: <http://constitutionday.cpms.osd.mil/> . This website and the U.S. Constitution course were developed for DoD to celebrate Constitution Day and Citizenship Day and to assist DoD employees in learning more about this most powerful and enduring document, the U.S. Constitution.

There are several learning objectives for this course. At the conclusion of the course you will be able to:

- Recognize the major political events that necessitated the writing of the U.S. Constitution.
- Identify the basic concepts embodied in the U.S. Constitution.
- Recall the direct link that DoD employees have with the U.S. Constitution.

Total estimated time for course completion:

- 15 - 20 minutes for basic course
- 30 - 45 minutes for basic course plus extra material.

ATTENDANCE

If for some reason you must be absent, or you will not be able to get to work on time, you must notify your supervisor as early as possible (generally within 2 hours of your scheduled time to start work). A good attendance record is important and may be considered in your performance evaluation. Being on time for work, well groomed and properly attired is the first step to good performance.

Annual Leave and attendance:

Although the use of annual leave is a right granted to the employee, it is the prerogative of the Employers to determine when leave is to be used. For this reason, the use of annual leave is subject to the prior approval of the appropriate supervisor.

When circumstances beyond the employee's control preclude prior approval of an absence to be charged to annual leave, the employee must notify the appropriate supervisor, or other designated person, either personally or by phone, as soon as possible but not later than two (2) hours after the beginning of the workday to request and obtain permission for the absence.

Childcare employees – Annual Leave:

Employees providing child care services must contact their immediate supervisor, or other designated person, either personally or by phone as early as possible but not later than the beginning of the workday to request and obtain permission for the absence.

Failure to secure approval may result in the period being charged to absence without pay.

Sick Leave and attendance:

An employee who is absent because of illness or injury must notify his immediate supervisor, or other designated person, either personally or by phone as early as practicable but not later than two (2) hours after the beginning of the workday to secure

approval of the absence. Unless other arrangements have been made, requests for sick leave must be made on each day of absence.

Childcare employees – Sick Leave:

Employees providing child care services must contact their immediate supervisor, or other designated person, either personally or by phone as early as possible but not later than the beginning of the workday to request and obtain permission for the absence. Failure to give such a notice may result in a charge of AWOL.

NOTE: Request for sick leave for medical, dental or optical examinations or treatment must be made prior to treatment (at least twenty-four (24) hours) unless the examinations are required by unforeseen circumstances, such as serious injuries, accidents or sudden illness.

The Career Referral Program's (CRP) transition from Alexandria, Virginia to San Antonio, Texas is just about complete. They will be relocating to their permanent office next week and will no longer use the NAF Resume Builder for the application process. The server could not be relocated to their new location therefore "How To Apply" instructions are changed on current announcements.

Effective immediately, applicants can e-mail resumes/applications to mwrcrpjobs@conus.army.mil or surface mail to the new office address: IMCOM G-9, FMWR Career Referral Program, 2450 Connell Road, Bldg 2264, Fort Sam Houston, TX 78234-7664. This information is indicated on the Vacancy Announcement as well.

They are working with the contractor for the NAF Resume Builder to make sure applicants can have access to their resume until the end of September 2011. Again MWR NAF Resume Builder will not be used for announcements.

They are aware of applicants applying through email and receiving error messages indicating the mailbox is full. Due to circumstances beyond their control, they apologize for any inconvenience this has caused and are

working to correct this problem as soon as possible.



Dress and Appearance

Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. Any requirement for specific civilian dress and appearance must be based on a clear showing that the requirement contributes to a safe, healthy, productive, and effective work environment. Disagreements with styles, modes of dress, and grooming are not usually adequate criteria for making such a determination. Employees who wear standard uniforms may be expected to comply with grooming and appearance standards that are more stringent than those required of other employees. Such standards must be in line with job requirements.

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@us.army.mil
2. Call (337) 531-6301.

Suggestions will be reviewed and addressed if at all possible.