



**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”*



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**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

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negotiating for employment that would conflict with official Government duties and responsibilities.

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

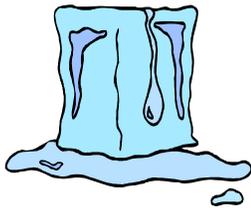
Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes that are imposed by law.

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.



## INTERACTIVE CUSTOMER EVALUATION (ICE)



**WHAT?** Interactive Customer Evaluation – a web based customer feedback system connected

to a Department of Defense server. Weekly consolidated (uncensored) reports go to managers and their chain of command. Comments/questions/suggestions are sent immediately to managers.

**WHO?** Those who want to comment on a service received. Those who want to make a suggestion. Those who need information about a service.

**WHERE?** Go to <http://ice.disa.mil> from any Internet connected computer. Select Army/CONUS. Select Fort Polk.

**WHEN?** At your convenience. After receiving a service. Whenever you have a good idea. When you'd like to say "Thank You" for a job well done. When you have a question or concern regarding a service received.

**WHY?** To collect your comments and concerns in order to make improvements in service delivery to you. To give you timely feedback.

Remember, we are all customers and we have customers. Let's remember to provide customer service in the same manner we like to receive customer service. This will help us all improve and ICE will show it!



## TAX TIME IS COMING

Each year the NAF Financial Services Office reports that they experience problems with W-2 Forms being returned to their office because of incorrect addresses. Most of the forms that are returned are for employees who were terminated during the year. These forms are mailed to the last known address of the employee, ten days following termination action. A review was conducted by NAF Financial Services and determined that the following factors are the usual caused:

1. Payroll Clerk does not enter last forwarding address or enters it incorrectly.



2. Termination document is not timely; in these cases, the employee's forwarding order with the post office has expired.

3. Personnel Office does not obtain a forwarding address from the terminating employee. NAF Financial Services has taken action to correct item 1; however, employees and NAF Personnel must assist with items 2 and 3. If supervisors, managers, or administrative personnel are contacted by current or former employees concerning receipt of their W-2 Form, please obtain a good mailing address and let us know as soon as possible.



## YOUR OFFICIAL PERSONNEL FOLDER (OPF)

Has your address or phone number changed? Does your OPF reflect the correct name and phone number that should be notified in case of an emergency? Are your beneficiaries current? Have you furnished a copy of your transcript or college courses to the NAF Personnel Office? Remember that the NAF Personnel Office is always ready and willing to help you have an OPF that reflects current and accurate information.



## NAF PAY DAYS FOR 2003

08 January 2003	09 July 2003
22 January 2003	23 July 2003
05 February 2003	06 August 2003
19 February 2003	20 August 2003
05 March 2003	03 September 2003
19 March 2003	17 September 2003
02 April 2003	01 October 2003
16 April 2003	15 October 2003
30 April 2003	29 October 2003
14 May 2003	12 November 2003
28 May 2003	26 November 2003
11 June 2003	10 December 2003
25 June 2003	24 December 2003

## WE'VE BEEN ASKED

**Question:** When I PCSed to Fort Polk with my spouse I understood that I was eligible to apply for NAF positions using Spouse Eligibility Preference (SEP) because I was married to my spouse prior to our move and I was included on his PCS orders. I applied for a position and was hired, but I did not request spouse preference consideration for the position. May I now apply for a job and request consideration using spousal preference?

**Answer:** AR 215-3, Chapter 2, 2-1. Spouse Employment Preference (SEP), dated 1 April 2002, states:

- The SEP does not apply to non-competitive actions. A spouse is defined as the wife or husband of an active duty military member of the Armed Forces, including the Coast Guard, and a member of the National Guard or Reserves on active duty. For purposes of this preference, the marriage must have occurred prior to the servicemember's relocation to the new duty station.
- An eligible spouse (as verified by the sponsor's PCS orders) must request consideration at the time of application. Eligibility time period begins 30 days before the military sponsor's reporting date at the new duty location and continues during the entire tour, or **acceptance or declination of a position offer (NAF or AF) at the grade for which preference has been requested. Preference is also terminated on placement into any continuing position (NAF or AF), or one expected to continue for at least 1 year, whether or not preference was applied. A flexible appointment of twelve months or more is considered to be a continuing position for purposes of this paragraph.** MACOM commanders in foreign areas may limit



eligibility for the preference during the last 6 months of the sponsor's tour. Eligible spouses will be given preference in the same commuting area as that of the new duty station of the sponsor, or in surrounding localities to which a spouse is willing to travel on a daily basis.



## HIPPA PRIVACY REQUIREMENTS

The most compelling current issue in NAF Benefits is compliance with the Health Insurance Portability and Accountability Act of 1966 (HIPPA). This legislation is being implemented under Health & Human Services (HHS) Regulations. Primarily, the new HHS regulations address HIPPA Privacy requirements concerning the treatment of health information, how it can be used, how it should be protected, etc. As a self-insured plan sponsor, the NAF Health Benefits Program has certain responsibilities to implement these procedures for plan participants. Although the NAF HMOs are not self-insured the NAF HBP has a responsibility to protect the privacy of health information for NAF employees who enroll in or are currently enrollees in the plan. There are basically three things which will be accomplished within the next six weeks:

1. Mail a HIPPA Privacy Statement to all plan participants. These statements will be mailed to all plan participants on or about 1 April 2003, so that employees will receive it before the 14 April 2003 compliance deadline. The privacy statement will be posted on the NAF Benefits web site by 14 March 2003. There is no requirement for employees to sign a statement that they have received this privacy notice. There is a requirement for NAF Employee Benefits Branch (EBB) to make a good faith effort to provide the notice to health

plan participants. This is being accomplished by making the privacy statement available through the NAF Personnel Office, mailing it to current plan participants, and posting it on the web site. The notice describes the legitimate uses of their medical information and how it will be protected from unauthorized disclosure.

2. Train Employee Benefits Branch and CPU staff members who handle health plan information. The training is accomplished through the use of a slide presentation developed by EBB. Fort Polk NAF Civilian Personnel Unit employees were trained and certified on 11 March 2003.
3. Provide Use or Disclosure Authorization forms to CPUs. A form was developed by EBB which must be provided to individual for their completion which would authorize the use of medical information for other than those purposes authorized under the HHS regulations. This would be required in the event an employee wanted to authorize release of their medical information to a third party who would not



normally have access to it or to whom information normally would not be released under the privacy guidelines. NAF Personnel has this form and can make it available if an employee needs to use it.

For further information please contact NAF Personnel.

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**ARTICLES FOR BULLETIN**

If you have suggestions, topics or articles that you would like addressed in future bulletins, submit them to:

Civilian Personnel Advisory Center  
NAF Branch  
ATTN: Bill R. Chance  
7041 Radio Road  
Fort Polk, LA 71459

Or you can call 531-4955/6631. If at all possible, suggested topics will be addressed.

**// ORIGINAL SIGNED //**  
**Donald R. Mallet**  
**Director, Civilian Personnel**  
**Advisory Center**