



**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 4**

APRIL 2007

*Happy
Easter!*



Sunday, April 8, 2007

**APRIL
MANDATORY
TRAINING**

Mandatory Training for FY 07 will be conducted during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Please contact Tami Culbreath, Civilian Personnel Advisory Center (CPAC) Training and Career Program Coordinator at 531-1856 to reserve your spot! Everyone, including all NAF employees, is required to attend this training effective October 2005. Mark your calendar and plan to attend.

The April 2007 training dates are:

- 05 April 2007**
- 17 April 2007**

The location of the training for the above is the Library/Education Center, Room 221.

The schedule of training is as follows:

- 0800 - 0900 ALCOHOL AND DRUG ABUSE TRAINING
- 0900 - 0915 BREAK
- 0915 - 0945 SECURITY
- 0945 - 1020 SAEDA
- 1020 - 1035 BREAK
- 1035 - 1115 DA ETHICS
- 1115 - 1215 LUNCH
- 1215 - 1345 EEO/POSH
- 1345 - 1400 BREAK
- 1400 - 1450 ENVIRONMENTAL
- 1450 - 1500 BREAK
- 1500 - 1630 AT LEVEL 1 AWARENESS TRAINING

PLEASE PLAN ON ARRIVING NLT 10 MINUTES PRIOR TO 0800.

| | |
|------------------------|--------|
| Happy Easter! | Page 1 |
| Welcome NAF New Hires | Page 2 |
| myPay | Page 2 |
| myBiz and myWorkplace | Page 2 |
| Questions for NAF HRO? | Page 3 |
| OPF Update | Page 3 |
| ARIMS Training | Page 4 |
| NAF HRO New Hours | Page 5 |
| Articles for Bulletin | Page 6 |

CONTENTS

| | |
|-------------------------------|--------|
| April Mandatory Training | Page 1 |
| Promotions | Page 2 |
| ICE | Page 2 |
| April Birthdays | Page 3 |
| Remembering deployed soldiers | Page 3 |
| ACS Workshops | Page 3 |
| CPAC/NAF HRO Upcoming Move | Page 4 |
| 2007 Full Scale Wage Survey | Page 5 |

WELCOME NAF NEW HIRES!

MARCH

Aurea Ruiz, Custodial Worker, Lodging
 Marzena Golonska, Custodial Worker, Lodging
 Sandy Solorzano, Administrative Assistant (CYS),
 Child Development Center
 Arkie Prosis, Recreation Assistant, Wheelock Gym
 Kathy Paredes, Recreation Assistant, Wheelock Gym
 Laura Molina, Custodial Worker, Lodging
 Falen Davis, Custodial Worker, Lodging
 Kwangjae Park, Lifeguard, Pools
 Kevin Brown, Custodial Worker, Lodging
 Uli Walck, Hotel Desk Clerk, Lodging

PROMOTIONS

Bob Devenpeck, Assistant Business Manager,
 Stars & Strikes Bowling Center



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. The employee must have been employed at least 30 days prior to requesting a PIN.



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 2006 W-2's will be 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



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.

Beginning soon, you will be 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 in one place.

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

APRIL BIRTHDAYS!



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

ftpolknafcpac@polk.army.mil



Until Every One Comes Home.®



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 of college courses to the NAF HR Office? Coming soon you'll be able to access and update this information through My Biz! You are also always welcome to stop by the NAF HRO to update the information!



The NAF HRO will be participating in the ACS Employment Readiness Program Job Search Workshops.

The dates are as follows:
 18 April 2007 – 9:00 to 9:30 am
 22 August 2007 - 9:00 to 9:30 am
 17 October 2007 - 9:00 to 9:30 am

ARIMS TRAINING

ARIMS focuses on the management of long-term and permanent records and allows the business process to manage the short-term records. ARIMS also gives individuals a clear understanding of what records unique to their respective jobs are required to be saved regardless of the medium on which they are created.

ARIMS will simplify the recordkeeping process by categorizing all records into two types (short term and long term permanent), coding the disposition instructions ("K" for keep and "T" for transfer), and shifting retention and disposition burdens to records holding area personnel.

Training will be conducted 0900-1600 in Bldg. 660, Room 111 as follows:

| CLASS DATE | SUSPENSE DATE |
|------------|---------------|
| 11 Apr 07 | 22 Mar 07 |
| 11 Jul 07 | 22 Jun 07 |

There will be 12 allocations for Civilian Employees (Appropriated Fund (AF) and Non-appropriated Fund (NAF)) in each class. Nominations (by name) are to be made NLT the suspense dates indicated above, to the CPAC, Civilian Training Office, Tami Culbreath, 531-1856.





THE CPAC/NAF HRO WILL BE RELOCATING IN THE NEAR FUTURE! PLEASE BE PATIENT WHILE WE MAKE THIS TRANSITION!



APRIL FOOL'S DAY - SUNDAY, APRIL 1ST!



NAF HRO - NEW HOURS OF OPERATION (FIRST FRIDAY OF EACH MONTH STARTING APRIL 6TH) MONDAY - THURSDAY 8:00 AM TO 4:30 PM FRIDAY -



FRIDAY THE 13TH - FRIDAY, APRIL 13TH!

2007 Full Scale Wage Survey

A full scale wage survey to determine prevailing rates of pay for Nonappropriated Fund wage employees under the provisions of Public Law 92-392 is scheduled to begin in our area during the month of May 2007!

For years, our installation has been selected as the survey host installation to provide administrative, technical and logistical support for the conduct of the wage survey in accordance with the provisions of Title 5 CFR (Code of Federal Regulations) Part 532, and the Department of Defense Personnel Policy Manual 14701.1-M.

The Fort Polk, Civilian Personnel Advisory Center has been identified as the primary activity responsible for the conduct of the survey.

The Survey will be conducted by DoD and Fort Polk's local wage survey data collection teams. It will involve contact with private firms in retail, wholesale, service and recreation categories throughout Rapides Parish.

During the survey firms will provide data collectors with extensive information on pay rates representative of a variety of both white and blue collar positions similar to those found in the Nonappropriated Fund instrumentalities in the federal sector.

During the 2006 Wage Survey white collar (administrative support and patron services) employees covered under the Pay Band schedules at NF Level 1 received an average pay increase of 15 cents (2.0 %) and 22 cents (2.3 %) for Level 2.

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. deyka.farrar@us.army.mil
2. Call 531-4955/6301.

Suggestions will be reviewed and addressed if at all possible.