



**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 5

MAY 2006



MEMORIAL DAY FACTS:



Memorial Day, originally called Decoration Day, is a day of remembrance for those who have died in our nation's service.

**MEMORIAL DAY:
MONDAY, MAY 29, 2006**



**MAY
MANDATORY
TRAINING**

Mandatory Training for FY 06 should be attended during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to complete the training. Please contact Tami Culbreath, Civilian Personnel Advisory Center (CPAC) Training and Career Program Coordinator at 531-1856 to reserve your spot! Effective October 2006, everyone, including all NAF employees, is required to attend this training. Mark your calendar and plan to attend.

The May 2006 training dates are:
02 May 2006
17 May 2006

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

CONTENTS

| | |
|------------------------------|--------|
| Memorial Day Facts | Page 1 |
| AKO Guest Account Procedures | Page 2 |
| Good Bye & Good Luck! | Page 3 |
| Welcome NAF New Hires | Page 3 |
| HIPPA Privacy Notice | Page 6 |
| Articles for Bulletin | Page 6 |

| | |
|------------------------|--------|
| May Mandatory Training | Page 1 |
| myPay Reminder | Page 2 |
| Welcome NAF New Hires | Page 3 |
| Random Drug Testing | Page 3 |
| ICE | Page 6 |



ATTENTION MANAGERS!

To sponsor someone for an AKO account, you must have a full and active AKO account yourself.

When the user registers for their AKO guest account, they will be prompted to "Enter the AKO User Name of your Army sponsor."

Once the user completes the guest account application an email will be sent to your AKO Email address notifying you and the guest is requesting your permission for sponsorship.

If you do not receive the email and the individual that you are sponsoring has notified you that they have registered for their guest account you may approve the account by signing into the AKO Portal and on the left side of the main page select the Update My Account link. On the next page select the Sponsor Management button. Once you log into the Sponsor Management Console you will see the person's name located under the "Pending" heading. Open the request by clicking on the blue username. Once inside the request you have the option to accept or reject the account. Once you have clicked "accept" and then "Submit", the guest account will become active.

How do I register for a guest account?

To register for a guest account, please go to www.us.army.mil and click "Register for AKO". Click the 'Next' button under the "Guest accounts include the following" heading.

Guest accounts require sponsorship from an individual currently holding an active and full AKO Account. While registering for a guest account you will need to enter the AKO User Name of your AKO sponsor in the registration section marked "Army Sponsor". Once the required information has been entered click "Next". You will select the AKO username you would like to use and will be prompted to create a password (ensure that the password you create is a minimum of 10 characters which must contain a minimum of: 2 capital letters, 2 lower case letters, 2 numbers, 2 special symbols, and 2 additional characters of any variety). Click "Finish" to complete the registration process. Your guest account will be created and will remain in a pending

status until approved by your Army Sponsor.

An email will be sent to your sponsor requesting authorization for granting your account. To approve your request, your sponsor will then need to log into his/her AKO account and log into the Sponsor Management Console located on the left side bar of the AKO Homepage under "My Account". Once your account has been approved, you will receive an authorization notification if you provided a valid email address while registering. Once your sponsor has approved your account you will be able to log into the AKO Portal immediately.

NOTE: Guest accounts are good for 365 Days from the date of registration.

To view AKO's account policy, click this link, <https://www.us.army.mil/suite/doc/4084113> .

To view AKO's email-only account policy, click this link, <https://www.us.army.mil/suite/doc/1750101> .

To view AKO's username policy click this link, <https://www.us.army.mil/suite/doc/1732866> .

NOTE: You may be required to login with your AKO username and password to view these policies.



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 a copy of their Form W-2.

GOOD BYE AND GOOD LUCK!

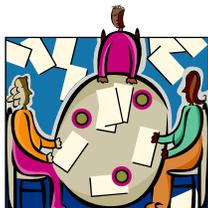
KATHY PAREDES, NAF HR ASSISTANT, WILL BE LEAVING THE NAF HR OFFICE AND SHE WILL BE MISSED. KATHY JOINED THE NAF HR TEAM IN OCTOBER OF 2004. AS A NEWLYWED AND NEW MILITARY SPOUSE, KATHY WAS WILLING TO LEARN AS MUCH AS POSSIBLE ABOUT NAF AND THE ARMY. WE'VE LOVED WORKING WITH HER. SHE'S A HARD WORKER, 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 KATHY!
 KEEP ON RUNNING!



WELCOME NAF NEW HIRES!

APRIL

Laura Calvillo, Child & Youth Program Assistant, CDC
 Shanda Fowler, Child & Youth Program Assistant, SAS
 Keith Merriman, Custodial Worker, Lodging
 Mallie Langford, Child & Youth Program Assistant, CDC
 Olin Everett, Recreation Assistant, Alligator Lake
 Victoria McKenzie, Recreation Assistant
 Tylecia Baker, Administrative Assistant, (CYS)
 Sidney Childress, Maintenance Mechanic, Lodging
 Tonia Bailey, Child & Youth Program Assistant, Youth Services



RANDOM DRUG TESTING FOR TESTING DESIGNATED POSITIONS

What is a random drug test? How do I get selected for testing? Why do some people get selected and others never do? Why do I get selected more than once? These are a few of the questions asked of the civilian Installation Biochemical Testing Coordinator (IBTC).

Executive Order 12564, The Drug Free Workplace (DFW), which established the goal of a DFW, applies to all DA Civilians and applicants tentatively selected for Testing Designated Positions (TDP's). Random drug test are designed to test a certain percentage of the Testing Designated Positions (TDP) on this installation. Employees in TDP'S are subject to random testing, which occurs without suspicion that a particular employee is using illegal substances. Testing Designated Positions are decided by the type of job that you hold. Persons designated as TDP include: Law Enforcement (e.g. carry fire arms), National Security, Protection of Life and Property (e.g. Firefighters, Munitions/Explosive Handlers and Electroplaters), Public Health or Safety (e.g. Health/Dental Providers, Motor Vehicle Drivers, Railroad, and Aviation).

In order to test the Army Substance Abuse Program (ASAP) receives an updated list of names once a month, provided to us by CPAC and NAF, of all employees who are in TDP status. We match this list against our existing list to ensure that there is no duplication of names. The completed list is then entered into the computer through our system using Drug Testing Program (DTP) Lite. Once the list is entered into DTP Lite we then enter the percentage of people to be tested. Once the list is printed and the supervisor's names and phone numbers are located we then call the supervisors to let them know who is on this month's list. We remind the supervisors at the time we call that they are only allowed to give the employee 2

hours advance notice on the day the employee will be tested. They are given the building number and location and the times available for testing. If an employee is not available when we call (out sick, leave, etc...) we ask that the supervisor advise the employee upon returning to work that they need to report to the ASAP building for testing. Employees must report to the ASAP testing site with picture ID and social security number. Once the employee arrives for testing he/she is advised that they have to remain in the building until sample is submitted.

With this system there is no chance of anyone being singled out for this test. The IBTC has no control over which person the computer chooses and we do not have the ability or desire to delete anyone simply because they do not want to be tested. It is very important to be able to maintain the integrity of the test.

If you have any question you may contact Ms. Ronda Blomberg, ASAP at: (337) 531-1973.

TESTING DESIGNATED POSITIONS (TDPs) AND DISCIPLINARY ACTIONS

If you occupy a Testing Designated Position (TDP), you were required to sign DA Form 5019, which acknowledged your understanding of the conditions of employment of your position. As a condition of employment, you became subject to random drug testing due to the nature of your position.

The Army Substance Abuse Program (ASAP) administers the drug testing program on Fort Polk, and Supervisors and Managers coordinate closely with the Civilian Personnel Advisory Center (CPAC) in determining the appropriate disciplinary action required when employees fail to meet conditions of employment for the positions they occupy. In working together, we all help to ensure an effective drug testing program. Let's take a look at the responsibilities of both employees and supervisors and events that result in disciplinary action.

EMPLOYEE

- You are subject to random drug testing on an unannounced basis as a condition of continued employment.
- The regulation requires that you report to the testing facility within 2 hours of having been notified.
- If you refuse to furnish a urine specimen or fail to report for testing as directed, you will be subject to the same range of disciplinary action as a verified positive test result for illegal drug use for failure to meet a condition of employment, up to and including removal.
- Refusal may also result in denial or revocation of a security clearance.
- In the event the specimen tests positive, you will be contacted by the designated Medical Review Officer to determine, if you can support legitimate use of the specific drug(s) before a verified positive test result is reported to your supervisor.
- Verification of a positive test result will result in your immediate removal from the TDP by assignment, detail or other personnel action and referral to the EAP.
- An immediate disciplinary action will be taken against you, up to and including removal.

MANAGER OR SUPERVISOR

- The ASAP will notify the first level supervisor of the employee selected for random drug testing.
- The supervisor will explain privately to the employee that they are under no suspicion of taking drugs, that the employee was selected randomly, and that the employee is to report promptly to the testing facility point with photo identification within 2 hours of notification.
- Supervisors will record in a MFR, the name(s) of employees advised to report for drug testing, the times notified, and times employees were advised to report for testing.

- Supervisors of employees who work shift duty or are assigned special duty hours (i.e., not the normal day shift of 0800-1700 hours) will advise the Testing Coordinator, and discuss whether there is justification for a deferral.
- A deferral of an employee's random test may be authorized when the employee's first line and higher supervisors concur in writing that a compelling need necessitates a deferral when the employee is: (1) In a status such as annual leave, sick leave, suspension, absent without leave, or continuation of pay; (2) On official travel away from the work site or is about to embark on official travel scheduled before testing notification; (3) Working a different shift; (4) Performing a task or project that requires the employee's presence at the work site during the time the test is scheduled.
- Supervisors will notify the Testing Coordinator when an employee selected for random drug testing obtains a deferral of test, and will also provide the employee's projected 30-day work schedule.
- An unannounced (make-up) test will be re-scheduled for the deferred employee within the next 60 days by the Testing Coordinator.
- If notified by the Testing Coordinator that the employee refused to provide a sample or failed to report to the designated collection site within the designated time, the supervisor will notify the next higher level supervisor and the servicing CPAC HR Specialist.
- The CPAC, in coordination with the supervisor will begin processing a disciplinary action, up to and including removal, on the employee.
- If notified by the ADCO of a verified positive test result, the supervisor will immediately contact the servicing CPAC HR Specialist for the appropriate guidance; refer the employee to the EAP for assessment, counseling and treatment; and closely monitor the employee's participation in the

program, to include keeping the CPAC updated.

- The Manager or Supervisor will begin the immediate processing of a disciplinary action, up to and including removal.
- Supervisors must initiate a removal action, if a second offense of a verified positive test result occurs.

REFERENCES

- a. E.O. 12564, Drug-Free Federal Workplace, 15 September 1986.
- b. DoD Directive 1010.9, DoD Civilian Employee Drug Abuse Testing Program, Administrative Re-issuance Incorporating Change 1, January 20, 1992.
- c. DoD Directive 1010.4, Drug and Alcohol Abuse by DoD Personnel, incorporating Change 1, January 11, 1999.
- d. AR 600-85, Alcohol and Drug Abuse Prevention and Control Program.
- e. DA Pamphlet 600-85, Army Substance Abuse Program Civilian Services, 15 October 2001
- f. AR 690-700, Chapter 751, Discipline.
- g. PERMISS Documents – Army Civilian Drug Testing Program, 4/27/05; Employee Assistance Program (EAP), 3/7/05;

This article was taken from the February CPAC Bulletin.

HIPAA PRIVACY LEGISLATION

The NAF HR Office is required by the HIPAA Privacy Legislation to renew our efforts every three years to protect the privacy of our employees as it pertains to their medical information, how it must be protected, and how it may or may not be used. Please visit www.nafbenefits.com to view the privacy notice. It is linked to the Home Page Banner in a box titled "IMPORTANT Privacy Notice for Health Plan Participants... Click Here"



**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

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. chanceb@POLK.ARMY.MIL
2. Call 531-4955/4906

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//

BILL CHANCE
NAF Human Resources Officer
Civilian Personnel Advisory Center