



**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 11**

NOVEMBER 2006



*The NAF HR Office
would like to wish
all of our NAF employees
a very
Happy Thanksgiving!*

**NOVEMBER
MANDATORY
TRAINING**

Mandatory Training for FY 07 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. Effective October 2006, everyone, including all NAF employees, is required to attend this training. Mark your calendar and plan to attend.

The October 2006 training dates are:

- 07 November 2006**
- 29 November 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
- PLEASE PLAN ON ARRIVING NLT 10 MINUTES PRIOR TO 0800.*

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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.



WELCOME NAF NEW HIRES!

OCTOBER

- Chenique Davis, Recreation Assistant, Bowling*
- Kristina Hayward, Child & Youth Program Assistant, CDC*
- Lisa Banados, Child & Youth Program Assistant, CDC*
- Michelle Schwandt, Administrative Assistant (CYS), CDC*
- Carliss Maddox, Hotel Desk Clerk, Lodging*
- Kristina Hayward, Child & Youth Program Assistant, CDC*
- Heidi Syck, Custodial Worker, Lodging*
- Kristina Horton, Custodial Worker, Lodging*
- Maria Morris, Custodial Worker, Lodging*
- Miah Snell, Maintenance Mechanic Helper, Services*
- Sherman Hendrix, Maintenance Mechanic Helper, Services*
- Tanja Smith, Recreation Assistant, Wheelock Gym*
- Aaron Harris, Recreation Assistant, Wheelock Gym*
- Stephanie Argueta, Custodial Worker, Lodging*
- Ashley Atkinson, Hotel Desk Clerk, Lodging*
- Deborah Franklin, Cook & Custodial Worker, Bowling*
- Luwana Rider, Program Operations Specialist, CDC*



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

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!



Until Every One Comes Home.®



NAF HR FOR SUPERVISORS

The **NAF HR for Supervisors Course** was developed by the Civilian Human Resource Agency (CHRA) to train all NAF Supervisors and Appropriated Fund (APF) Supervisors of NAF employees in their responsibilities for Civilian Human Resource Management (CHR). This class should be considered a "must have" for all personnel who supervise NAF civilian employees regardless of the number of years as a supervisor. The course covers the responsibilities of MWR supervisors as it relates to Human Resource (HR) Management.

NAF HR for Supervisors is a 4-day course designed to teach NAF and APF supervisors of non-appropriated fund civilian employees about their responsibilities for NAF Civilian Human Resource Management. The course includes the following modules:

- Placement and Staffing
- Hours of Work, Leave and Attendance, Pay
- Benefits and Workers' Compensation
- Performance Evaluation/Incentive Awards Program
- Position Management and Classification
- Business Based Actions
- Management Employee Relations
- Labor Relations
- Training and Development
- EEO
- Health and Safety

The course also includes lecture, class discussion and exercises. There is a pre and post test administered at the beginning and the end of the course. The content of this course is not applicable to APF employees or contractor employees.

All supervisors of NAF employees should be afforded the opportunity to attend. They will, no doubt, come away from this course better prepared as a supervisor. The tools that will be added to their toolkit for effective supervision will be insurmountable.

Additional information on the next course may be obtained by calling Bill Chance at 531-4906 if

you missed the class held 23 through 26 October 2006.

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



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
10 Jan 07	12 Dec 06
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.



November 6 – December 1



NAF EMPLOYEE BENEFITS LIMITED OPEN SEASON!

We will be having a very limited open season this year. During this limited open season, employees will be limited to changing between the DODHBP and an HMO, where available, at their current level of participation. Employees will not be able to enroll in a Health Benefit Plan, increase coverage from single to family, or add dental. They will, however, be eligible to reduce or cancel their coverage, effective 1 January 2007. They will not be able to enroll or increase their life insurance coverage, nor will they be able to enroll in Long Term Care without evidence of insurability. There are, of course, no restrictions on changes to retirement and 401(k) Savings Plan participation.

Please see chart below for 2007 Bi-Weekly Premiums...

NONAPPROPRIATED FUND
HEALTH BENEFIT PROGRAM (NAF HBP)

2007 Bi-Weekly Premiums

Per the Civilian Personnel Manual, DoD 1400.25-M, Subchapter 1408, Appendix 1, SC1408.AP1.8.2., the employer percentage share of premiums for NAF HBP Preferred Provider Organization (PPO) and Indemnity medical plans and NAF HBP dental plans is 70 percent; employees and retirees pay 30 percent.

NAF HBP	Total	Employee Share	Employer Share
Premiums			
Medical (PPO and Indemnity plans)			
Single	\$179.13	\$53.74	\$125.39
Family	\$416.76	\$125.03	\$291.73
Dental			
Single	\$11.83	\$3.55	\$8.28
Family	\$27.96	\$8.39	\$19.57



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.

More information coming soon!





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

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. bill.chance@us.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