



Human Resources Office Newsletter

Bldg. 49, Room 223

Offutt AFB NE

(402) 294-2344

A Publication for NAF Employees and Supervisors

Jan - Mar 2017

2016 ANNUAL AWARD WINNERS

SrA. Jessica Dye – AMN
SSgt. Adam Oles – NCO
MSgt. Joseph Cook – SNCO
2Lt Nathaniel Mack – CGO
Maj. Elaine Christian – FGO



Ms. Renee Young – CIV I
Mr. Joel Mumma – CIV II
Ms. Trisha Loede – CIV III
SSgt. Jade Massey – Volunteer
Field House – Innovator

QUARTERLY AWARD WINNERS OCT-DEC 2016

A1C Li Yongqin – AMN
SSgt. Nicholas Green – NCO
SMSgt. Michael Francis – SNCO



Lt. Nathan Mack – CGO
SrA Frankey Kerkes – Vol

SERVICE AWARD JAN-MAR 2017

Mr. Richard Wiggins – 5 years
Ms. Linda Walsh – 10 years



Ms. Vicki Smith – 10 years
Mr. William Allmaker – 30 years

TIME OFF AWARD REGULATION

Time off award (TOA) is an alternate means of recognizing the superior accomplishments of employees with other monetary or non-monetary awards. TOA allows the employees to take leave with pay with supervisor's approval. TOA needs to be scheduled within 90 days from submission of the TOA if possible; otherwise not to exceed one year. TOA will not carry over to APF position nor lump sum paid out with any separation action. TOA will be expired after 1 year from effective day. NAF employee fills out SF71 to request using TOA. Please coordinate with your supervisor to use your TOA.

MyBiz+

MyBiz+ is a website that allows NAF employees to access information about their current position and update their personal information. You can login with or without a CAC. Login instructions are available through your immediate supervisor or at NAF HR. To check your MyBiz+, please visit <https://compo.dcpds.cpms.osd.mil/>.

W2s

As a reminder, W-2s are no longer mailed to active employees. NAF employees must login to their "My Money" account via the temporary NAF Pay website. Currently the NAF Pay website is down due to upgrading the system. To access the temporary NAF Pay website, please visit https://afsfms.afsv.net/OA_HTML/AppsLocalLogin.jsp. Once the upgrade is done by HQ Agency, NAF HR will notify managers. The W-2s should be available online by the end of January. If you are having trouble accessing your "My Money" account, please contact on the NAF Accounting Office at 294-6251 or visit the room 155 in the Bldg. 49.

ON/OFF CLOCK

NAF employees may be on clock status to leave from normal duty location to accomplish related/additional duties with supervisor’s approval. The duties on clock include, complete an employment physical test, issue/renew a CAC or temporary base pass, initial benefits enrollment at NAF HR, taking trainings, and so on. NAF employees are required to coordinate with activity manager prior to accomplish such duties.

OUT-PROCESS

NAF employees who resign from their current position MUST out-process with NAF-HR in order to be removed from the system correctly. This will allow you to receive your W2 on time from the payroll office in TX. Walk-ins or appointments are acceptable.

SEMIANNUAL REVIEW OF FLEXIBLE WORKFORCE

Semiannually, the NAF HRO reviews total hours worked for each flexible employee. Eligible employees are recommended to be restructured to regular, full-time status if they meet the proper criteria. Supervisors must coordinate all changes in employment category with the NAF-HR. If you believe you are eligible, please go through your supervisor for any updates or questions.

2017 CUSTOMER SERVICE TRAINING SCHEDULES

Customer Service Training (CST) is an annual requirement for FSS personnel. Training will be offered on a monthly basis. All CST sessions start from 1000 to 1130 at FSS Training Room Bldg. 49 room 216. Below is CST dates in 2017:

17 Jan 7 Feb *14 Mar 11 Apr *9 May 6 Jun
12 Jul 1 Aug 26 Sep 24 Oct 21 Nov 19 Dec

* The training location on 14 Mar and 9 May may be subjected to change.
Please contact on NAF HR or Unit Training Manager Ms. Vanourney at 294-5895.

**2017 ANNUAL LEAVE SCHEDULES,
OBSERVED HOLIDAYS, AND ACC FAMILY DAYS**

Activity mangers establish a tentative annual leave schedule during January of each year. If possible, employees are allowed to use annual leave according to personal desires. First-level supervisors plan for, schedule and approve or disapprove annual leave, subject to coordination with the activity manager. Regular employees receive holidays off with pay for the hours normally scheduled. If the holiday falls outside the individual’s scheduled workweek then the next work day before or after the holiday becomes the day off with pay. If required to work on the holiday, regular employees receive holiday pay plus regular pay for the number of hours worked, but do not receive an “in-lieu-of” holiday.

01 Jan (Sun)	New Year's Day	04 Sep (Mon)	Labor day
02 Jan (Mon)	New Year's Day (Observed)	09 Oct (Mon)	Columbus Day
16 Jan (Mon)	Martin Luther King's Day	11 Nov (Sat)	Veteran's Day*
20 Feb (Mon)	President's Day	23 Nov (Thu)	Thanksgiving Day
26 May (Fri)	ACC Family Day**	24 Nov (Fri)	ACC Family Day**
29 May (Mon)	Memorial Day	25 Dec (Mon)	Christmas Day
03 Jul (Mon)	ACC Family Day**	26 Dec (Tue)	ACC Family Day**
04 Jul (Tue)	Independence Day		

*Regular employee is entitled to observe the holiday with pay on the preceding or following workday as determined by the manager. (AFMAN 34-310 table 18.18)

**Regular employee is entitled to take either annual leave or LWOP with approve by the manager.

NAF HR FACEBOOK

NAF HR is currently working on a Facebook page in which all NAF employees will be able to see NAF information (ie quarterly newsletters, upcoming events, guidance). As soon as it is up and running, we will send out the address. You can also check our FSS page <http://offutt55fss.com/naf-human-resources/> for any updates.

EEO

The Air Force is dedicated to the full implementation of federal laws mandating equality of opportunity for NAF employees. Any NAF employees who believes he/she has been discriminated against because of race, color, sex, national origin, age (40+), religion, or handicapping condition, in a matter subject to the control of the Air Force, may file an individual complaint of discrimination. An aggrieved person must initiate contact with an Equal Employment Opportunity (EEO) Counselor within 45 calendar days of the date an alleged discriminatory event/personnel action occurred. Please contact EEO at 294-3790 if you have any questions.

MEET NAF EMPLOYEES

Youth Program: Ms. Courtney Brandriff



Ms. Courtney Brandriff has been working as a Child and Youth Program Assistant for 7 years. Her father is retired Air Force. She believes that working on a military base is a good opportunity for her career development. She decided to join the NAF team in March 2010. Ms. Brandriff's hobbies are playing sports such as soccer and basketball. Her college education includes elementary education and general study. Ms Brandriff's has recently decided to possibly take her next leap of faith and join the Air Force. As A Child and Youth Program Assistant, she assists with a lot of field trips. She loves working at the Youth Program because her work schedule fits in her personal. She stated "It is interesting to see how kids changing over the year. There is a kid that I have known since kindergarten and recently graduated middle school. It is crazy to see the changes not only physically, but mentally as well. It feels like being a parent!"

Youth Program has a program called "Parent Advisory Board" that meets on the 2nd Tuesday of every month starting at 11:30 am. It includes a free lunch! If you would like to participate, please contact on Youth Program at 294-5152 or check their web page at <http://offutt55fss.com/youth-programs/>.

Aero Club: Mr. Dean Williams



Mr. Dean Williams grew up on a farm with two siblings. After graduating from high school, Mr. Dean went to a technical school to learn mechanics and tools and later joined the Air Force for 4 years where he worked on B-52 airplanes. After serving the Air Force, he went to another technical school called Airline Academy in Sydney, NE and obtained his associates degree. Mr. Williams is currently an Aircraft Equipment Repair Inspector and has been with us for 41 years! Compared to B-52 airplane that has 8 engines (huge airplane), he stated "I like working with smaller airplanes because I can fix airplanes faster and feel more accomplished." He stated that he likes working with NAF jobs because "I'm pretty much on my own."

Aero Club is offering Intro Flights program which you can experience flying with airplanes that Mr. Dean takes care of! Call 294-3385 or go to <http://offutt55fss.com/aero-club/> to find out more information.

If there is a particular topic you would like discussed in the next newsletter, or if you have a question about your employment and/or benefits, contact the NAF Human Resources Office at (402) 294-2344.