



Human Resources Office Newsletter

Bldg. 49, Room 223

Offutt AFB NE

(402) 294-2344

A Publication for NAF Employees and Supervisors
Jul - Sep 2016

QUARTERLY AWARD WINNERS APR-JUN 2016

Maj. Christian – FGO
1Lt Green – CGO
MSgt. Cook – SNCO
SSgt. Oles – NCO



SSgt. Massey – Volunteer
Ms. Swede – Jr CIV
Ms. Loede – Sr CIV

SERVICE AWARDS

Ternie Handley – 5 years
Lindsey Micks – 5 years
Delia Wallace – 20 years

Irenea Myles – 5 years
Michelle Everson – 5 years

IN-PROCESSING PROCEDURE CHANGE

NAF-HRO will begin in-processing new employees as a group every other Tuesday at the start of the NAF pay period. We will begin group in-processing at 0900 and 1400. If new employees miss or do not complete the pre-employment requirements prior to the scheduled in-processing day, they can be re-scheduled for the next available group. NAF-HRO will also be available to do some “un-scheduled” in-processing on a case-by-case basis/need i.e. students, ODM, etc. Below is in-processing days for 2016:

21 Jun	02 Aug	13 Sep	25 Oct	06 Dec
06 July	16 Aug	27 Sep	08 Nov	20 Dec
19 July	30 Aug	11 Oct	22 Nov	

*Moved in-processing on 05 Jul to 06 July due to holiday.

SEMIANNUAL REVIEW OF FLEXIBLE WORKFORCE

On a semiannual basis, the NAF HRO reviews total hours worked for each flexible employee. Eligible employees are recommended to be changed to regular, full-time status if they meet the proper criteria. Supervisors coordinate all changes in employment category with the NAF-HRO. If you believe you are eligible, please address with your supervisor.

LIFE INSURANCE CARRIER CHANGE

Life insurance carrier has been changed from Minnesota Life to Metropolitan (known as Metlife). The amount of insurance deduction per pay check is still the same. Please contact the NAF-HRO if you have any questions or concerns.

PAY ADJUSTMENT

Employees assigned to NA, NL, and NS position will receive a pay increase that has an effective date of 18 Jun 2016. Employees assigned to NF-III (with minimum) will receive a pay increase was effective on 19 Jun 2016. The pay increases was due to a change in pay scale for CT employees and NF-III employees. This will be shown on your LES dated 08 Jul 2016.

MEET NAF EMPLOYEES

AERO CLUB: Ms. Crystal DeJesus

There are over 250 NAF employees working at Offutt AFB, NE. In this section, we would like to highlight current NAF employees and their jobs. Let's find out why they love to work as NAF employees at Offutt AFB!



Ms. Crystal DeJesus has been working at Aero Club as an Operations Assistant since Jun 2014. She is also a contractor as a flight instructor. She is originally from Dawson, NE. Ms. DeJesus has earned a BS in Business Administration and a minor in Aviation. Her life-long goal is to be an airline pilot. Prior to working at the Aero Club, Ms. DeJesus was already an active member. As an Operations Assistant, her duties consist of pilot shop and schooling, promotions, and assisting customers who want to obtain an aero license. She stated one of reasons why she

stays in this position is because it "fits her life style to achieve her goals and because it has a good health insurance plan". Lastly, she stated "As a flight instructor, I am happy to see someone who wants to be a pilot learns lessons at Aero Club and achieve their goal!"

Aero Club is offering an "**Introductory Flight Program**" for \$25/30 minutes with instructor. If you want to see entire Offutt AFB from sky, it is good opportunity to register the program. You can check out more information at 55 FSS web page under Aero Club at <http://offutt55fss.com/aero-club> or call at 402-294-3385.

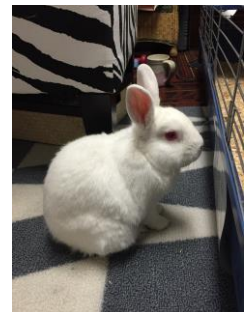
CHILD AND YOUTH: Ms. Dakota Rosas



Ms. Dakota Rosas moved from Ramstein, AB, Germany to Offutt AFB in March 2016. She has been working as a Child and Youth Program Assistant in both locations. She is originally from Las Cruces, NM and is currently working on a degree in Early Childhood Education. At the start of her journey, Ms. Rosas was nervous because of lack of job experience. The NAF-HRO in Germany suggested working in the child and youth programs because it will build her resume. She stated "I didn't know how I would be working with children, but I ended up loving it. I love kids and

working with the staff!" She enjoys working as a NAF employee because people understand the military life-style and she can work comfortably. She states "I think it is a good position for a military spouse. Coming to a new location, you don't really know anybody, and you move a lot. I feel like, in NAF positions, you definitely get a family that you've been missing."

Youth Program has a special program called "**Parents Fall Flag Football.**" If you or your children want to join this program or simply want to see what the Youth Program has to offer for your family, check out their web page at <http://offutt55fss.com/youth-programs> or contact on Youth Program at 402-294-5152.



If you are current NAF employee and want to be on the next newsletter, ask your supervisor or contact on NAF HRO!!

Let's join our team! Go www.NAFJobs.org to register your account and apply for position! We are looking forward to seeing you as a NAF employee!!

If there is a particular topic you would like discussed in the next newsletter, or if you have questions about your employment, benefits, or entitlements, contact us at (402) 294-2344.

Office Hours are Mon-Fri, 0800-1600