



**Human Resources Office Newsletter**  
**Bldg. 49, Room 223**  
**Offutt AFB, NE**  
**294-2344**

**A Publication for NAF Employees and Supervisors**  
**October – December 2016**

**QUARTERLY AWARD WINNERS JUL-SEP 2016**



AMN – A1C Katherine Denny  
SNCO – MSgt. Juan Pagan  
Volunteer – TSgt. Anthony Smith

NCO – SSgt. Jade Massey  
CGO – 2nd Lt Nathan Mack  
CIV – Ms. Renee Young

**SERVICE AWARDS OCT-DEC 2016**

Brian Schulenberg – 5 years

Mary Fabian – 10 years

AmiAnne Means – 10 years

**ANNUAL PERFORMANCE EVALUATION**

Annual Performance Evaluation cycle is 1 Oct through 30 Sep of each year. Both Regular and Flexible employees who have worked more than 90 days at Offutt AFB will be evaluated by supervisors. Employee with less than 90 days of employment are not evaluated until they have completed at least 90 days. Those with less than 90 days at current position but has served more than 90 days of NAF service at Offutt AFB will be evaluated as previous position. Supervisors must review an employee's salary in conjunction with the annual evaluation to ensure the employee is being compensated commensurate with employee's duties and level of performance. Employees will receive a copy of evaluation form from supervisor.



**OPEN ENROLLMENT 2017**

The DoD NAF Health Benefits Program Open Season will begin 7 November to 6 December 2016. This will be an opportunity for Regular employees to elect Group Health Insurance or change their current elections, including Stand Alone Dental. Being knowledgeable about your health benefits, needs, and options will help you be satisfied with your health insurance decisions. NAF employee must come to HRO and submit the enrollment/change form during the Open Enrollment time. Any changes you make will be in effect 1 January 2017. Additional information is available at <http://www.aetna.com>.

**ANNUAL LEAVE - USE OR LOSE**

The maximum number of hours of annual leave that may be carried over from one year to the next is 240 hours (CONUS). Please review your leave schedules and the number of hours you have accumulated and make adjustments so you will not forfeit any leave. On a case-by-case basis and on approval by the Commander, employees may carry leave in excess of 240 hours forward into the next year. The employee must have requested annual leave early in the leave year and circumstances beyond the control of management and the employee precluded its use before the end of the leave year. If you are unable to avoid losing annual leave, you have the option of donating leave to another employee who is not able to work because of illness and in danger of depleting all of his/her sick and annual leave. To donate your leave, contact NAF HR.

**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 402-294-3790 if you have any questions.

### MEET NAF EMPLOYEES

#### Marketing: Renee Young



Ms. Renee Young PCSed from Hawaii to Nebraska in 2015. She is currently working as the Commercial Sponsorship Coordinator with our Marketing Department. She earned a Marketing degree at the University of Maryland and has worked at Fox News as a Journalist. As an Offutt AFB liaison, Ms. Young assists with creating a partnership between outside businesses who want to support military communities and writes contracts/terms to support them. Although the local community may offer more opportunities for her to use her Marketing degree, she decided to become a NAF employee. “Being in a military community, you receive education, training, and benefits you don’t necessary receive in outside companies and there are opportunities to grow that you don’t get outside. It is good opportunity to give back to the community because I am a military spouse.” Marketing has created a program that you can receive text messages pertaining to what’s new in the 55th FSS! You can text “**95577**” to “**OFFUTT**” to receive Offutt AFB information and text the same number to “**NAFJOBS**” to receive the latest NAF position information.

#### Youth Program: Derek Bryant



Mr. Derek Bryant was born in Germany as a military dependent. He is currently a member of Team Offutt’s basketball. (Come to the Field House on 15 and 16 Oct to see his game!) Mr. Bryant enjoys broadcasting and has earned a Communication Art degree at Bellevue University. He has been working with the Youth Program as School Age Program Assistant for 6 years. His duties include spending time with children for both pre and post school extracurricular activities. Mr. Bryant started with NAF as a summer hire employee. Mr. Bryant likes working as a NAF employee because of the “flexibility of the work schedule between school and college basketball (when I was in college).” The Youth Program is going to have **Halloween Extravaganza** on 27 Oct and **Tree Lighting** in Dec (The date is TBA). To check out these events, go to <http://offutt55fss.com/youth-programs/>.

### MESSAGE FROM NAF HR OFFICER

Greetings All! My name is Jamie Kahley and I am the new NAF-Human Resources Officer for the 55th Force Support Squadron, Offutt AFB, Nebraska. I am committed to provide each employee with a meaningful work environment that encompasses equal opportunity for learning and personal growth. Creativity and innovation are encouraged for improving the effectiveness of our mission. This commitment includes an ongoing effort to recruit outstanding professionals to join our FSS team and providing everyone with the most up-to-date information! I extend my door to anyone who needs assistance within the NAF-Human Resources arena. Thank you for all that you do each and every day! - Sincerely, Jamie L. Kahley

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.