



Human Resources Office Newsletter

Bldg. 49, Room 223

Offutt AFB NE

294-2344

A Publication for NAF Employees and Supervisors April - June 2017

QUARTERLY AWARD WINNERS, Jan-Mar 2017

SrA Samantha J. Sunderland - AMN
MSGt Jeremiah Lybolt- SNCO
SSgt Jade Massey - NCO
Capt. Nathaniel A. White - CGO
IPR - Key to Success



A1C Daniela Wolff- Volunteer
Ms. Simone White - Civ Cat I
Mr. William Good - Civ Cat II
Ms. Michelle Pridell - Civ Cat III
ALS - Innovative

SERVICE AWARDS

Crystal Mancilla (FSFY) - 10 years
Christine Fields (FSFG) - 20 years

Neal Pomernackas (CDC1) - 20 years

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.

HIRING FREEZE 2017

President Trump signed an Executive Order (EO) on 23 Jan 2017 implementing a freeze on hiring federal civilian employees to include NAF. All applicants are still able to apply on NAFJobs.org. Applicants will remain on the list for 90 days. Once the hiring freeze is lifted, NAF-HR will notify all facility managers to proceed with hiring. Hiring waivers have been initiated to be approved by SECAF to grant permission to hire designated positions.

CHANGE IN EMPLOYMENT CATEGORY DESIGNATIONS

Effective 29 Jan 2017, all regular employees were converted to regular part-time (RPT) or regular full-time status (RFT). Guaranteed work hours per week for RPT is 20 hours and RFT is 35 hours week, except NAF Career Program employees. NAF-HR has processed all regular employees' personnel actions and have sent out a letter of notification to each regular employee. If you have not received the letter of notification, please contact on your first-level supervisor.

MID-TERM FEEDBACK

March 31st is the midpoint for the NAF appraisal cycle. First-level supervisors are required to have a face-to-face meeting with each NAF employee and address employee's performance progress and expectation. At the end of each mid-term feedback, every employee must receive a copy of their feedback from their supervisor. If you have not been contacted about your feedback session, please contact your supervisor to set up a date.

UPDATE CONTACT INFORMATION

Currently, NAF HR is updating all NAF employees' contact information. Please contact NAF HR to verify your information as soon as possible.

NAF PAY

If you are still unable to login NAF Pay please try one of the following web addresses The first one is <https://afsfms.afsv.net> which works on your work computer. The second one is <https://nafpay.afsv.net> which works from your home computer. If neither of address works for you, please create a screenshot and send it to NAF Accounting Office, bldg. 49 room#155.

MEET NAF EMPLOYEES

Child Development Center 1: Ms. Shelley Thomas

Ms. Shelley Thomas is originally from Oregon. She is a proud Army veteran. Her child care job experience started in Germany after her military duties. She moved to Virginia and worked at Langley AFB's CDC for five years. After her spouse retired from the Army, they moved to Nebraska with their two wonderful children. Ms. Thomas holds an Associate in Applied Health and Sciences degree. She likes doing outdoor activities such as hiking and traveling. Ms. Thomas is assigned to a preschool class room as a Child and Youth Program Assistant at CDC1. Some of her job duties includes helping develop children's cognitive, social, emotional skills and preparing children to be ready for moving up to kindergarten, etc. Ms. Thomas chose to work as a NAF employee because she previously worked as a caregiver in Virginia. She stated "I like working with children. I know what it is like for children to have parents who are deployed and gone for training all the time. I went through the same situation and my husband was gone a lot too. I enjoy helping and being there for them."



April is considered the "Month of the Military Child". During this time, the CDC hosts special activities every day. On 29 April, a "family of military event" will be held at the Youth Program from 10am to 1pm. There is no reservation required. For more information, please call at 294-2203 at CDC1 or go to <http://offutt55fss.com/cdc-1-2/>.

Lodging: Mr. David Tekavec



Mr. David Tekavec joined our NAF team in 2013. Mr. Tekavec is originally from Pennsylvania. Go Steelers! During the years, he traveled a lot and ended up graduating from high school in Florida, but he considers Nebraska his "home" state. During his middle and high school years, music became his big passion. He was in marching band during his four years in high school and has attended several competitions. As a Guest Services Representative (GSR) at Offutt AF Inns, Mr. Tekavec assists customers with anything to make their stay more comfortable. He loves working as GSR. He stated, "this job always finds a way to surprise me. It provides a unique opportunity to meet amazing people, learn valuable skills, and earn a steady pay check." With his experience, Mr. Tekavec suggests that everyone should be flexible and try working the night shift if their job offers it.

AF Lodging offers rooms with free Wi-Fi, complimentary in-room coffee, toiletries, fitness rooms, and business center. If you need a bigger place to stay, the Lodging has temporary lodging units (TLF); a base housing style, such as full bathrooms, kitchen, washer and dryer, free Wi-Fi, etc. To find out availability or reserve your room, contact at Lodging at 294-3671. For more information, please go to <http://offutt55fss.com/lodging/>.

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

Our Office Hours are Mon-Fri, 0800-1600.

HRO website: <http://offutt55fss.com/naf-human-resources/>