



## Human Resources Office Newsletter

Bldg. 49, Room 223

Offutt AFB NE

294-2344

A Publication for NAF Employees and Supervisors  
Jul - Sep 2017

### **QUARTERLY AWARD WINNERS APR-JUN 2017**

SrA. Joel Hellberg-Zarders – AMN  
2Lt. Cristina Dalida – CGO  
SMSgt. Janna Kuh – SNCO  
TSgt. Raphael Parker – NCO



Ms. Piper Symington – CIV I  
Mrs. Aimee Slater – CIV II  
Mr. Marcus Grothues – CIV III  
SSgt. Austin Scheiber – Volunteer

### **SERVICE AWARDS**

Chassidy Kruger – 5 years

Bao Zhen Su – 10 years

### **APPEALS AND GRIEVANCES**

NAF employees dissatisfied with matters relating to conditions of employment are entitled to express that dissatisfaction by filing an appeal or grievance. Filing an appeal or grievance does not reflect unfavorably upon either your standing in the organization or your loyalty or value to the organization. NAF employees are free to use these procedures without fear of penalty or reprisal. If you wish to file appeal or grievance, please call NAF HR to setup an appointment.

### **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.

### **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 either Regular Full Time (RFT) or Regular Part Time (RPT), 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.

### **AFFORDABLE CARE ACT (ACA)**

NAF flexible employees who work more than 30 hours per week or 1560 hours in 12 months are now eligible to enroll in Aetna's medical plan. This includes all new NAF employees who are expected to work more than 30 hours per week at the time of appointment. NAF HR will offer Aetna medical plan to current eligible employees. It will be the employee's responsibility to make payments on time. Employees are eligible to make a change only under the following conditions: 1. life-changing event happen (marriage, death, birth etc.) 2. Open enrollment, or 3. Medical plan with post-tax option. If you have any questions, please contact NAF HR.

## **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. Also, NAF HR will send the login instruction to each employee. To check your MyBiz+, please visit at <https://compo.dcpds.cpms.osd.mil/>.

## **PAY ADJUSTMENT**

Employees assigned to NA, NL, and NS position will receive a pay increase that has an effective date of 17 Jun 2017 as a result of local wage survey. The pay increases was due to a change in pay scale for CT employees. Life insurance coverage and applicable employees' life insurance deduction may be slightly increased as a result of pay increase. This will be shown on your LES dated 07 Jul 2017.

## **UPDATE: NAFPAY**

On previous NAF Quarterly Newsletter, NAF HR announced that all NAF employees are now able check their LESs on NAF Pay (<https://nafpay.afsv.net>) at home. However due to system issue, NAF employees are able to access ONLY from government computer at this point. We apologize for the inconvenience. FYI: NAF Pay will lock your account if you:

- Haven't logged in for more than 30 days
- Haven't logged in right after your first pay day
- Tried to log in more than 3 times and still cannot login

Your account will be locked and must request NAF Accounting Office (AO) to unlock your account. Please visit NAF AO with 1 valid photo ID (i.e. driver's license) to unlock your account. NAF AO is located in the building 49 room#155, 294-6251.

## **MEET NAF EMPLOYEES**

### **Arts and Crafts: Ms. Stephanie Holley**

Ms. Stephanie Holley was born in Iceland. As a military child, she grew up in NC, AZ, Italy, OK, and IL. She went to college in Illinois and Japan. During her college life, she pursued double majors in Asian Culture and International Relation, with a minor in Arts. When she came back to IL, she decided to take a leap of faith and move to Nebraska with her old roommate. It was then that she applied for the position of Recreation Assist at Arts and Crafts and was hired (2016). Her job duties include making sure products are polished, assist customers, engraving, and more. Ms. Stephanie's enjoys drawing. She has been doing art drawing since 1st grade. She has drawn a picture for children book when she was in high school. Ms. Stephanie chose to work as a NAF employee on base because it is related to her studies; it makes her feel she is back in the military community. Ms. Stephanie stated she likes working as a Recreation Assistant because "My job has been so far independent. Every day I get the job done and feel fulfilled to looking forward to see physically what I've done today. It makes me feel like I have accomplished something."

Arts & Crafts has been creating amazing products for customers, such as shadow box, trophies, frames, etc. If you are thinking about any art gifts for your spouse, friends, coworkers, contact on Arts & Crafts Center at 294-3837 to have an estimate price.



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