



Nonappropriated Fund Human Resources (NAF HR)  
Quarterly Newsletter  
Bldg. 49, Room 223 Offutt AFB NE, 294-2344  
[offutt55fss.com/naf-human-resources/](http://offutt55fss.com/naf-human-resources/)

**A Publication for Nonappropriated Fund (NAF) Employees and Supervisors  
January – March 2018**

**QUARTERLY AWARD WINNERS OCT-DEC 2017**

Amn – SrA Ashanta Williams  
SNCO – MSgt. Steven Narick  
Cat I Civ – Mr. Rodel Aruejo  
Volunteer – A1C Karla Soto-Tena



NCO – SSgt. Daniel Johnson  
CGO – 2Lt. Emily Stith  
Cat III Civ – Mrs. Olson

**2017 ANNUAL AWARD WINNERS**

Amn – SrA. Younquin Li  
SNCO – MSgt. Joi Washington  
FGO – Maj. Laura Miller  
Cat II Civ – Mr. William Good  
Innovator – James M. McCoy Airman Leadership School Staff



NCO – SSgt. Raphael Parker  
CGO – Capt. Nicole Beebe  
Cat I Civ – Mrs. Piper Symington  
Volunteer – SSgt. Austin Scheber

**SERVICE AWARDS JAN-MAR 2018**

Edelyn Stevens (CDC2) – 5 years  
Shelley Vance (FSCB) – 20 years



Barbara Kronberg (FSVL) – 10 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 believe 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.

**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 within seven days after an incident happens. 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 set up an appointment.

**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 Appropriated Fund (APF) position nor lump sum paid out with any separation action. TOA will be expired after one year from the effective day. NAF employee fills out OPM Form 71 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 log in 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/>.

### Pay Adjustment 2018

The President has signed Executive Order (EO) 13819 implementing the January pay adjustments. The EO authorized a 1.4 percent across-the-board increase for statutory pay systems.

**NF-III to NF-V**: The maximum rate for NF-III and the minimum and maximum rates for NF-IV and NF-V are adjusted effective 14 Jan 18 as a result of changes to the GS schedule. The pay for NF-III through NF-V employees are adjusted 1.4 percent effective 14 Jan 18, to mirror the 2018 GS legislative pay increase for GS employees according to EO 13819 dated 22 Dec 17.

**CY-01 & CY-02**: The minimum and maximum rates for CY pay bands are also adjusted as a result of changes to the GS schedule. The pay for CY employees whose current hourly wage falls below the new minimum hourly wage will be adjusted effective 14 Jan 18, to mirror the 2018 GS legislative pay increase for GS employees according to EO 13819 dated 22 Dec 17.

**NF-I, NF-II, CTs**: The minimum and maximum rates for the pay bands NF-I, NF-II, the minimum of NF-III, and all Crafts and Trades (CTs) will be determined by the local wage surveys. Once a new pay scale is released, the NAF HR will process all Pay Adjustment actions accordingly.

The NAF HR will process the Pay Adjustment for eligible employees with the effective date 14 Jan 18 and the employees will see the difference on the pay day 02 Feb 18.

### NAF Pay and W2s

NAF employees are now able to log into NAF Pay at home or from a commercial network to use the following URL: <https://nafpay.afsv.net>. Upon login, if NAF employees select "My LES" or "My W2" the link in the URL may error and reflect <https://nafpay.afsv.net>. If this occurs, the NAF employees must replace "afsfms" in the URL address with "nafpay" (multiple attempts may be required to see "My LES" or "My W2"). NAF employees must log in to the NAF Pay website to obtain the W-2. The W-2s should be available online by the end of January.

If you are having trouble accessing NAF Pay, please contact the offices below:

- NAF HR: 294-2344 or visit the Bldg. 49, Room 223
- NAF Accounting Office: 294-6251 or visit the Bldg. 49, Room 155

### SEMIANNUAL REVIEW OF FLEXIBLE WORKFORCE

The NAF HR semiannually 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 to your supervisor for any updates or questions.

### 2018 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 the CST dates from January to Jun in 2018:

16-Jan 22-Feb 22-Mar 10-Apr 8-May 5-Jun

\*The CST from July to December in 2018 will be announced on the NAF Quarterly Newsletter July-Sep 2018.

### 2018 ANNUAL LEAVE SCHEDULES.

## OBSERVED HOLIDAYS, AND ACC FAMILY DAYS

Activity managers 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.

Below is all holidays and ACC Family Days in 2018:

01 Jan (Mon)	New Year's Day	08 Oct (Mon)	Columbus Day
15 Jan (Mon)	Martin Luther King's Day	11 Nov (Sun)	Veteran's Day
16 Feb (Fri)	ACC Family Day**	12 Nov (Mon)	Veteran's Day Observe*
19 Feb (Mon)	President's Day	22 Nov (Thu)	Thanksgiving Day
25 May (Fri)	ACC Family Day**	23 Nov (Fri)	ACC Family Day**
28 May (Mon)	Memorial Day	24 Dec (Mon)	ACC Family Day**
04 Jul (Wed)	Independence Day	25 Dec (Tue)	Christmas Day
31 Aug (Fri)	ACC Family Day**	31 Dec (Mon)	ACC Family Day**
03 Sep (Mon)	Labor 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, Time-Off Award, or LWOP with approve by the manager.

## MEET NAF EMPLOYEE

### Marketing: Ms. Chrisinda Swede

Ms. Chrisinda Swede is a member of the 55th FSS Marketing Department and an essential NAF employee who adds a creative and professional touch to all her work for the 55th FSS and 55th Wing mission. Ms. Swede has three children, a daughter in law and is excited to welcome her first grandson in January 2018! As a military spouse Ms. Swede has been stationed at multiple locations in support of her wonderful husband, Retired MSgt Greg Swede, who served in the Air Force for 21 years. Ms. Swede enjoys photography and crafting. In 2002 she joined the NAF team at Tinker AFB, OK as a Cake Decorator for the Base Restaurant. While stationed at Tinker AFB OK, Ms.



Swede earned her diploma in Digital Imaging, from the Oklahoma School of Photography.

Here at Offutt AFB, Ms. Swede is the Visual Information Specialist for 55 FSS Marketing team.

Ms. Swede manages the marketing database and creates the visual information and advertising for 22 different activities to include MWR elements. She also briefs new active duty members and spouses at Heart Link and Right Start. She stated, "I love what I do. I have always loved helping airmen and their families to know what's happening on base. I am very passionate about my job." Ms. Swede is extremely talented and an essential NAF member to FSS' mission.

55th FSS has an amazing homepage and Facebook page. You can view the 55th FSS homepage at <http://offutt55fss.com/> and the Facebook page at <https://www.facebook.com/offutt55fss/> to see what is going on around Offutt AFB. On both web pages, you can not only find events going on at Offutt AFB but you can also find employment information, daycare information, and more!

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.