



Your MWR at Joint Base McGuire-Dix-Lakehurst
FORCE
SUPPORT SQUADRON



87th Force Support Squadron, NAF Human Resources Office

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This newsletter is produced by the Human Resource Office (HRO) to provide you with information concerning Non-appropriated Fund (NAF) personnel issues. If there are topics you would like to see covered in the newsletter, please submit your suggestions to HRO.

HOT NEWS!!!
LES 2018 W2

All NAF employees are required to access their Leave and Earning Statements (LES) and W2 forms via their online "MyMoney" account at <https://nafpay.afsv.net>. Employees should maintain their account with an updated mailing address. If an employee resigns or no longer works for NAF, they have about a two week window to access their account to make any changes to it. Having an updated mailing address allows for the W2 to be mailed out correctly the following year. This year, 2019, HRO will have the capability to reissue the W-2 to a separated employee who has not received theirs. HOWEVER, HRO WILL NOT be able to issue these any earlier than Feb 18, 2019 to allow them to possibly be received through mail first.

NAF Human Resources Team

Building 2903, Room 39
JB MDL, NJ 08641
Mon, Tue, Wed, Fri: 7:30-4:30
Thursday: 7:30-1:00
609-754-3459

Sarah Medina

Human Resources Officer
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Shelly DeHart

HR Specialist - (609) 754-3352
Resource Management Flight
Training & Marketing

Roberta Lazerson

HR Assistant - (609) 754-2146
Child & Youth Services Flight
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Sharon Rainford

HR Assistant - (609) 754-3890
Sustainment Services Flight
Collocated Club & Rickenbacker's
Workers' Compensation - Primary

Christie Ford

HR Assistant - (609) 754-3321
Payroll - Primary
Password Resets-Name Tags

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HR Assistant - (609) 754-3388
Community Services Flight
Force Development Flight
Payroll - Backup

Hailey Reyna

HR Assistant - (609) 754-3459
NAFJobs / Hiring Lists - Primary
Password Resets-Name Tags

Notification of Weingarten Rights

Pursuant to Section 7114 (A)(3) of Title 5, U.S. Code, as added by the Civil Service Reform Act (P.L.95-454), this is to inform you that the exclusive union must be given the opportunity to be represented at any examination of an employee in the bargaining unit by a management representative in connection with an investigation if:

- The employee reasonably believes that the examination may result in disciplinary action against him or her, and
- The employee requests representation

Hatch Act

The Hatch Act prohibits federal employees from engaging in political activity while on duty or in a federal room or building. For purposes of the Hatch Act, political activity is defined as activity directed at the success or failure of a political party, partisan political group, or candidate for partisan political office. This prohibition is broad and encompasses more than displays or communications (including in-person and via email or social media) that expressly advocate for or against President Trump's reelection. While on duty or in the workplace, employees may not: wear, display, or distribute items with the slogan "Make America Great Again" or any other materials from president Trump's 2016 or 2020 campaigns; use hashtags such as #MAGA or #ResistTrump in social media posts or other forums; or display non-official pictures of President Trump.

For more specific questions concerning social media and how it applies to communications about candidates for partisan political office, including the President, please contact OSC at hatchact@osc.gov or (202) 804-7002 with questions.

NAF LENGTH OF SERVICE AWARDS

1st QUARTER - 2019

5 Years

Jeanine Sloan – CDC Lakehurst
Stephen Bucko – Auto Hobby
Veronica Battreall – CDC 1
Elizabeth Kuba – Lakehurst Youth
Julia Lomangino – CDC Lakehurst
Anita Meehan – CDC 1

10 Years

Sally Beyeler –Lodging
Julie Bitzer – CDC 1
Christie Ford – Human Resources
Carl Pittman – Lodging
Cheryl Todd – CDC Lakehurst
Stephen Dodimead - Lodging
Mark Young - Dix Fitness

20 Years

Gladys Chase – CDC 1

Classification and Appeal

If an employee feels their position has not been properly classified they have the right to appeal the classification. The appeal must be in writing, addressed to the Human Resources Officer and must contain the following:

- Name
- Address
- The employees official assigned position title, series, grade or pay band, and position number.
- A statement clearly indicating the part of the classification with which one or more employees disagree; why the classification is inconsistent with published standards or guidelines, and the title, series, grade, or pay band that the employee considers correct.

Any employee who submits an appeal and any employee who acts as the appellant’s representative is assured freedom from restraint, interference, coercion, discrimination, or reprisal because of participation in the appeal process. The employee, and any employee acting as that employee’s representative, are given a reasonable amount of official time to prepare the appeal.

Human Resources will submit all documentation to MAJCOM/AIS for a decision.

Refer to AFMAN 34-310 17.13 for specific details on guidance, procedure and how decisions are reported.

EQUAL EMPLOYMENT OPPORTUNITY

Every applicant receives equal consideration on merit, without discrimination of color, race, creed, religion, gender, sexual orientation, origin, age, handicap or any other non-merit factor.

Insurance Changes January 2019

Effective 1 Jan 2019, employees may see an increased amount taken on their LES. Please remind them that if they have elected for the Medical part of Insurance there was an increase.

ADDRESS CHANGE?

Should you have a change of address, you must log onto NAF Pay and update your account to reflect your new address. **This will be the address that your tax documents will be sent to should you separate from employment.**

Additionally, you must inform your supervisor of your address change so that their records can be updated as well as complete a change of address form at Human Resources as soon as possible.

PAYROLL REMINDERS for Managers

Building Schedules

Now that the first day of winter has come and ole man winter is upon us let us take the time to be proactive and not get caught off guard. Unfortunately, we live in New Jersey and not sunny Florida so we can expect snow days to happen. That is why it is the utmost importance to have your employee timecards built into SETS. If there is an unexpected Nor’easter and your timecards are in SETS this will allow them to continue to be paid.



Great Training Opportunity!!!

Working Smarter, Not Harder through

Continuous Process Improvement

Contact Tammy Miller at 745-6838

PAYROLL REMINDERS for Employees

If you see an error on your pay check you should first speak to your manager about the discrepancies. The manager will then submit a corrected timecard to HRO.

For “My Money” or NAFJobs.org password changes and resets, please contact the NAF-HR staff at 754-3459 or 3321