



Your MWR at Joint Base McGuire-Dix-Lakehurst

# FORCE

SUPPORT SQUADRON



87th Force Support Squadron, NAF Human Resources Office

2<sup>nd</sup> Quarter- 2019

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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.

## Midterm Performance Feedback Time is Here!

**Do your employees know clearly what their performance standards are and where to locate them?**

April is the annual performance evaluation cycle mid-way point. This is an excellent time for supervisors to ensure employees know how they are accomplishing daily duties and meeting the standards that are outlined in their position description. Mid-year performance evaluations forms are required and must be maintained in the Supervisor's Employee work folder.

To ensure employees receive clear performance feedback, supervisors must; (1) Schedule a 15 minute meeting with each employee to obtain an update on their progress toward meeting performance goals set earlier this year. Ask employees to come to this meeting prepared with accomplishments achieved and priorities for the rest of the year. (2) Recognize progress to ensure continued productivity; share with employees the items you think they have done effectively so far this year and one or two things you'd like them to focus on for the remainder of the year. (3) Ask for feedback with questions like, "On the job, what's going well?" and "What needs to be improved?" (4) Document your conversation so that you may refer to it when annual performance evaluations are due. (5) Allow the employee to ask questions. (6) Show the employee where the standards are listed for their position so that they may refer to them from time to time throughout the year.

If you need a copy of any position descriptions please reach out to NAF HRO to assist you.

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  
(609) 754-6900

**Shelly DeHart**

HR Specialist - (609) 754-3352  
Resource Management Flight  
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**Roberta Lazerson**

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Child & Youth Services Flight  
Workers' Compensation - Backup

**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

**Julie Cloy**

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

**Charlie Bryson**

HR Assistant - (609) 754-2972  
Assisting Customers, answering  
phones, password resets.



### ERPA Action NEWS!!!

Did you know?? NAF Human Resources NOW has an ERPA email box to send ALL your Actions to. No longer do you wonder where or who they need to go to. All actions can be routed to the new ERPA Org Box. HRO will be tracking and distributing to correct HR Assistant. Along with this any HR Assistant can see if the action has been received and update you when you call in to our office.

[87FSS.FSCN.ERPA@us.af.mil](mailto:87FSS.FSCN.ERPA@us.af.mil)

**NAF LENGTH OF SERVICE  
AWARDS  
1st QUARTER - 2019**

**5 Years**

Julie Cloy – Human Resources

**10 Years**

Tina Fernanades – CDC Dix

**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.

**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.

**Great Training Opportunity!!!**

Working Smarter, Not Harder  
through

**Continuous Process Improvement**

Contact Tammy Miller at 745-6838

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

## Worker's Compensation

**Do you know what to do if an employee is hurt on the job?**  
**Did you also know your facility could be fined thousands of \$\$\$?**

Supervisors/Employees should turn Worker's Compensation paperwork into HR office **NO LATER** than 24 hours after an incident has occurred.

Employee may go to the hospital, Flight Medicine or their own physician **provided that the physician accepts Worker's Comp. cases.**

If an employee declines treatment, the employee still **needs to complete** the **LS-1** and sign the **Declination of Treatment form.**

**AF IMT 786** is the Patient's Authorization for Release of Medical Information. Employee needs to sign and return to HR office with the other forms.

**LS-1** is to be given to the employee if they are seeking medical attention, it is to be **written not typed in employees own handwriting.** Employee will take this form with them to the doctor. The doctor will complete the form as well as sign it, if the physician refuses to fill out the LS-1 that's ok as long as we have the medical report from the visit.

**LS-201** is to be filled out by the injured **employee IN THEIR OWN HANDWRITING.**

**LS-202** is to be filled out by the Supervisor of the injured employee, (not the HRO). The entire form is to be completed. **NO blanks.** (Starting at #3-39).

**LS-204** is a follow up physician's form and should only be given to employee **ONLY** if a follow up is authorized.

Please contact Sharon Rainford @ 754-3890 for a copy of the Worker's Compensation packet to have for your facility. This can be emailed or picked up at HRO.



### **SUMMER HIRING!**

Do you have a child 16 years or older looking to work this summer?

Children under 18 years old (minors) who work in New Jersey must have an employment certificate – also called "working papers." If selected for a position on base NAF HR can provide the working papers to your child at the time of pre-employment. Usually these positions will be posted with a NTE date (not to exceed date). NAF Human Resources recommends that your child start applying in March/April for these positions to allow for paper work processing. This way they will be ready to start work immediately once school is out. NAFJobs offers many types of summer hire positions located on base in our facilities; Bowling, Outdoor Recreation, Youth Centers, Pudgy's, Pool, Lodging.

Check out NAFJobs.org for all the NEW Job postings or contact Human Resource office @609-754-3459.

Check out New Jersey Department of Labor for detailed information @  
[https://www.nj.gov/labor/forms\\_pdfs/Isse/mw-373.pdf](https://www.nj.gov/labor/forms_pdfs/Isse/mw-373.pdf)