



Your MWR at Joint Base McGuire-Dix-Lakehurst

# FORCE

SUPPORT SQUADRON



87th Force Support Squadron, NAF Human Resources Office

3<sup>rd</sup> Quarter- 2019

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### 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*

**Christie Ford**

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

**Roberta Lazerson**

*HR Assistant - (609) 754-2146  
Child & Youth Services Flight  
Workers' Compensation - Backup*

**Sharon Rainford**

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

**Julie Cloy**

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

**Jessica Jones**

***\*Our NAF HR new member\****  
*HR Assistant - (609) 754-3321  
Payroll - Primary  
Password Resets-Name Tags*

**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.*

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.

## Appeal Rights and Grievance Procedures

The administration appeals & grievance procedures allows employees dissatisfied with matters relating to conditions of employment an opportunity to express dissatisfaction by filing an appeal or grievance. What is the difference between an appeal and a grievance? An appeal is a written request to contest a removal for cause, demotion for cause, business based action, or a demotion based on position classification. Aside from those issues covered under appeals, a grievance is a request by an employee, or a group of employees acting collectively, for personal relief in a matter of concern or dissatisfaction relating to the employment of employee (s) that is subject to control of AF management. The prompt and objective review of employee appeals and grievances is essential to a productive and mutually beneficial employee management relationship. We suggest discussing areas of dissatisfaction with your supervisor and allowing an opportunity to resolve the issue. Filing an appeal or grievance does not reflect unfavorably upon the employee's loyalty or value to the organization. An employee is free to use these procedures without fear of penalty or reprisal. No supervisor or other person acting in an official capacity for the AF may take, or threaten to take, any act of reprisal against an employee because that employee has exercised or expressed an intention to exercise any rights under these procedures. The appeal and grievance procedure may be reviewed in the Human Resources Office, Bldg. 2903 RM 39. If your activity has a library of AF manuals/regulations you will find the procedures in the newly released NAF Program Management and Administration Procedures Guide, Chapter 9. Employees covered by the Union Contract should grieve matters through the negotiated grievance procedures with AFGE, Local 1999. Any matters not covered by the negotiated grievance procedures may be filed IAW NAF Program Management and Administration Procedures Guide, Chapter 9

## Leave Balance Notices

The time of year is coming back around to make sure that you and your employees are aware of use or lose leave balances.

Time off Awards (TOA) that were given to employees in November 2018 will be expiring November 2019. TOA does not get paid out. If TOAs given in November 2018 are not used by November 2019, they will expire. TOAs must be used before taking annual leave.

Compensatory time that was approved via AF Form 428 must be used prior to pp-Z26 2019 (1-14 December 2019) IAW NAF Program Management and Administration Procedures Guide, June 2019, Chapter 18, paragraph 18.15.

Annual Leave use or lose balances can be obtained at any point and time by contacting the NAF HR. Any employee carrying a balance of 240 hours or more of annual leave must use the extra time no later than 11 January 2020. Use or lose leave should be scheduled no later than 30 November 2019 in order to ensure that leave balances are updated correctly. Any time not utilized will be deducted from the employee's balance and will be visible as a deduction from their LES. Deducted use or lose cannot be paid out and is considered as forfeited annual leave.

## **NAF LENGTH OF SERVICE**

### **AWARDS**

#### **3rd QUARTER - 2019**

##### **5 Years**

Earla M. Cotton  
Andrew O. Fagan

##### **10 Years**

Oscar L. Gomez Carpio  
Robert J. Laird  
Lydia Hall

##### **20 Years**

Grace L. White

## **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***

# **NEW! Aetna Information for 2020**



If you were unable to attend our Aetna benefits fair on 14 May, don't panic! Our NAF Human Resources office has the means to get you talking to "Alex". Alex is an online benefits counselor designed to help out with all of your insurance questions. With the new options for insurance rolling out for 2020, employees will now have the option to utilize the Choice POS II, HDHP, FSA's and Health Savings Plans. Let Alex help you decide which will be best for you and your family this coming open enrollment season, today!

[www.myalex.com/airforce](http://www.myalex.com/airforce)

You may also access more benefit related information by visiting [www.nafhealthplans.com](http://www.nafhealthplans.com).

Within the website, you will find information regarding health incentive credits, maximum allowable amounts, biometric screenings (which are also available for FREE when we host an Aetna benefits fair), pharmacy programs, healthy lifestyle coaching, access to Teladoc (talk to a doctor without even leaving your own home!), Aetna discounts, member tools, benefit charts (to help you understand which plan that is available to you will be more beneficial), summary of benefits and coverage (SBC), summary plan descriptions (SPD), creditable coverage notices, and health care reform notices.

Hurry to these sites today before open enrollment is here to be sure YOU are getting EVERYTHING needed for your 2020 "new year, HEALTHIER you!"

## **What's Happening in NAF Jobs!**

If you haven't already heard, we offer opportunities to grow within our NAF community by having dual employment opportunities. What is dual employment? Dual employment is when you are employed by one facility earning the hourly rate for that specific job as well as being employed by another facility on base within NAF that you are qualified for at the posted hourly rate on NAF Jobs.

### ***What this means for employees:***

If you are worried about hours being given to employees at your facility, they will be able to accumulate the 40 hours per week that they desire by having the additional job. This program also allows for employees to grow their resumes since they will be able to gain new experiences. This is not your average "second-job" opportunity! The Dual Employee Compensation Act states that each position that an employee holds is to be treated as a separate employment category and that overtime hours are only entitled to the employee if they work in one of the held positions within the week. As a dual employee, they will not be allowed to work over the allotted 40 hours per week. Any matters not covered by the aforementioned paragraph can be found in the NAF Program Management and Administration Procedures Guide, Chapter 3, paragraph 3.15