



Your MWR at Joint Base McGuire-Dix-Lakehurst

FORCE

SUPPORT SQUADRON



87th Force Support Squadron, NAF Human Resources Office

3rd Quarter- 2021 Jul, Aug, and Sept

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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.

Appeal Rights and Grievance Procedures

The administrative 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

NAF Human Resources Team

Building 2903, Room 39

JB MDL, NJ 08641

Mon, Tue, Wed, Fri: 7:30-4:30

Thursday: 12:30-4:30

609-754-3459

Christie Ford

Human Resources Officer

(609) 754-3352

Monitoring - (609) 754-3352

Human Resources

Shelly-Ann Gomez

HR Assistant - (609) 754-3388

Library, Outdoor Recreation,
Bowling, Golf, Community Centers

Roberta Lazerson

HR Assistant - (609) 754-2146

Child and Youth Services Flight (with
an exception of Lakehurst facilities,
and Dix Teen Center)

Workers' Compensation - Backup

Sharon Rainford

HR Assistant - (609) 754-3890

Sustainment Services Flight, ITT,
Auto Hobby, Arts and Crafts, and
Aquatics

Workers' Compensation - Primary

Petrina Peltier

HR Assistant - (609) 754-3321

Resource Management Flight,
Training, and Rod and Gun
Payroll - Primary

Password Resets-Name Tags

welcoming **Sara Gardner**

HR Assistant - (609) 754-3459

Lakehurst CDC, Lakehurst Youth,
Marketing, and Dix Teen Center
USA Jobs / Hiring Lists - Primary

Password Resets-Name Tags

Payroll - Backup

Social Security Deferment Repayments

With the current repayments of Social Security monies that had been deferred during 2020, some employees may be curious on how these funds can be repaid if they are to depart from their position.

Good news; we can help!

Once the payment arrangement has been made through either Ms. Petrina Peltier or directly from our Agency in San Antonio, the employee now has the option to pay the remaining funds through the NAF accounting office in the means of cash, check, or money order!

(As it currently stands, active employees are not permitted to make offline payments towards the balance due)

- NAF Employees with outstanding amounts owed for their Social Security tax deferral repayment will see the funds deducted from their last paycheck if terminated prior to the payback period being completed (December 2021). The above guidance is only if there is a remaining balance after funds have been collected.
- NAF employees that port to APF positions will have all owed amounts deducted from their final NAF pay check.

NAF LENGTH OF SERVICE AWARDS

3rd QUARTER - 2021

5 Years

Mark Woodworth
Milagros M. Alcalde
Ferdinand C. Edralin
Rosie D. Edralin
Kanani L. Ortiz

10 Years

Nieves Garcia

20 Years

Cynthia I. Hutchins

EQUAL EMPLOYMENT OPPORTUNITY

Every applicant receives equal consideration on merit, without discrimination of color, race, creed, religion, gender, sexual orientation, origin, age, handicap, pregnancy, 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.

BANKING INFORMATION NEED TO BE UPDATED?

In the event that you have a change in banking information and/or have inserted your information incorrectly, you must log onto NAF Pay and select "My Allotments". **Please be sure to go through all three screens available during the update status.** Once you complete this, you will be able to re-access your allotments to be sure that your changes have saved.

Should you need assistance, please call our payroll technician at **609-754-3321** or **609-754-3459**. Or feel free to reach out via email at: Petrina.Peltier@us.af.mil

Great Training Opportunity!!!

Working Smarter, Not Harder through **Continuous Process Improvement**
Contact Tammy Miller at 745-6838 for more information!

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

Paid Parental Leave

The Federal Employee Paid Leave Act for Fiscal year 2020 has amended their reference (a) to provide 12 administrative work weeks of Paid Parental Leave (PPL) to covered employees for the birth or place of a child occurring on or after 1 October 2020. Covered employees must use the PPL within 12 months of the date of birth or placement of the child. To be eligible, employees must be of part-time or full-time work schedule, must be appointed for more than 1 year in duration, and must have completed at least 12 months of Federal service that is covered under the Title II of the Family Medical Leave Act. In addition, covered employees must agree in writing to at least a 12-week work obligation, to begin immediately following the use of the PPL. Employees who fail to complete the 12-week work obligation following the conclusion of the PPL are required to make a reimbursement equal to the total amount of any Government contributions paid by the agency on behalf of the employee to maintain the employee's health insurance coverage during PPL. DoD employees who leave their position for another position within DoD, without a break in service, will continue to meet the 12-week work obligation. Employees with an intermittent work schedule are ineligible for PPL, as are employees with temporary appointments that are not to exceed 1 year. The exception to the reimbursement without returning to work is waived if the employee is unable to return to work due to continuation, recurrence, or onset of a serious health condition (including mental health) or the employee or the child whose birth or placement was the basis for the PPL, or any other circumstances beyond the employee's control. Furthermore, FMLA can be invoked prior to the birth of the child, however, the paid parental leave cannot be invoked until the child is born or officially placed for adoption or foster care. As a reminder, FMLA eligibility includes Regular and Flex employees who have a part-time or full-time work schedule, and completed at least 12 months of federal service. This 12 months can be reached during the time FMLA is taken (for example: an employee with 10 months of service who will reach 12 months of service during the FMLA use time is eligible).

Please be sure to following the proper procedures below:

1. The employee must invoke FMLA on an OPM Form 71 (leave slip) for the needed time required for the birth of a child or the placement of a child.
2. The employee must contact their HR Representative to complete a Paid Parental Leave Request Form in all of its entirety.
3. In addition to the PPL Request form, the employee must review, sign, and date a Paid Parental Leave Memorandum.
4. All PPL fulfilled requests will then be submitted to the employee's assigned HR Representative for record keeping purposes.

Helping You Do Your Part

Time Used for COVID-19 Vaccines

With the growing population of people obtaining the COVID-19 vaccines, it is important that we discuss the appropriate payment types for employees receiving their 1st and 2nd doses.

Agency has released guidance permitting all NAF employees the ability to be paid up to 4 hours of administrative leave to cover travel times and appointment times for the COVID-19 vaccinations. The use of the administrative leave prevents the employee from using their own accrued leave or going without pay.

(Administrative leave differs from Weather and Safety Leave. Additional leave may be granted on a case-by-case basis.)

Leave Balance Notices

Welcome back to the use or lose notification season! With balances changing every pay period, there will be an influx of e-mails being disbursed with updated balances; **Please take action to avoid accrued leave or TOAs being lost.**

Time off Awards (TOA) that were given to employees in November 2020 will be expiring November 2021. **TOA does not get paid out.** TOAs given in November 2020 will no longer be in the employee balances for use by November 2021. **TOAs must be used before taking annual leave.**

Compensatory time that was approved via AF Form 428 must be used prior to pp-Z26 2021 (12-25 December 2021) 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 more than 240 hours of annual leave must use the extra time no later than 08 January 2021. Use or lose leave should be scheduled no later than 27 November 2021 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 or reinstated and is considered as forfeited annual leave.