



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



87th Force Support Squadron, NAF Human Resources Office

2nd Quarter- 2020 Apr, May, and June

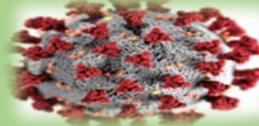
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This newsletter is produced by the Human Resource Office (HRO) to provide you with information concerning Non-appropriated Fund (NAF) personnel issues. If there are topics you would like to see covered in the newsletter, please submit your suggestions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

NAF COVID-19 FREQUENTLY ASKED QUESTIONS



COVID-19
 CORONAVIRUS DISEASE 2019

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
 Human Resources
 Secondary Payroll Back-up

Roberta Lazerson

HR Assistant - (609) 754-2146
 Child and Youth Services Flight
 (with an exception of Lakehurst
 facilities)
 Workers' Compensation - Backup

Sharon Rainford

HR Assistant - (609) 754-3890
 Sustainment Services Flight
 Workers' Compensation - Primary

Julie Cloy

HR Assistant - (609) 754-3388
 Community Services Flight
 Force Development Flight
 Lakehurst CDC & Lakehurst Youth
 Payroll – Backup

Jessica Jones

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

Q. When is Weather and Safety Leave authorized?

A. Weather and Safety Leave is authorized when an employee is asymptomatic of COVID-19 and subject to movement restrictions (i.e. quarantine or isolation) under the direction of public health authorities, the employee is at higher risk to COVID-19 as identified by the CDC and not telework eligible, and other circumstances when an employee is not able to safely travel to or perform work at an approved location.

Q. Do I have to use sick leave for exposure to COVID-19?

A. Admin leave is authorized when an asymptomatic employee is subject to movement restrictions (quarantine or isolation) under the direction of public health authorities due to a significant risk of exposure to a quarantinable communicable disease, such as COVID-19. An employee who is not a telework program participant would be granted admin leave for quarantine periods based on potential exposure. However, in the case of telework program participants, the employee's home is generally an approved location. Thus, the employee would generally be expected to perform telework at home as long as the employee is asymptomatic. If a telework program participant in these circumstances, needs time off for personal reasons, then the employee would be expected to take other personal leave or paid time off (e.g., annual leave or sick leave to care for a family member). If an employee (whether or not a telework program participant) were diagnosed as being infected or likely has been infected, use of weather and safety leave would be inappropriate. Accrued or advanced sick leave would normally be used to cover such a period of sickness.

Q. Can a civilian employee take sick leave if he or she is asymptomatic of COVID-19?

A. No. Civilian employees may only take sick leave when they are ill or to care for a family member.

Q. In the event that local school systems are closed due to COVID-19 and Federal offices are CLOSED, is it permissible for a telework program participant to perform telework with a child in the home?

A. Yes, SECDEF signed a temporary waiver of policy through December 31, 2020, allowing civilians to telework during an emergency with a child or other persons requiring care or supervision present at home. Employees must still account for work and non-work hours during his or her tour of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent).

Q. Can an employee who is healthy and opts to stay at home to provide care for a family member infected with a quarantinable communicable disease such as COVID-19 use sick leave (including advanced sick leave)?

A. Yes, an employee is entitled to use a total of up to 104 hours (13 days) of sick leave each leave year to provide care for a family member who is ill or receiving medical examination or treatment. If an employee's family member is symptomatic due to a quarantinable communicable disease, such as COVID-19, the employee may use his or her accrued sick leave for general family care. The amount of sick leave permitted for family care purposes is proportionally adjusted for part-time employees and employees with uncommon tours of duty in accordance with the average number of hours of work in the employee's regularly scheduled administrative workweek.

Q. Can an employee request sick leave (including advanced sick leave) to care for a family member with a serious health condition?

A. Yes, an employee is entitled to use up to 12 weeks (480 hours) of sick leave each leave year to care for a family member with a serious health condition. If an employee has already used 13 days of sick leave for general family care (discussed above), the 13 days must be subtracted from the 12 weeks. If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition, he or she cannot use an additional 13 days in the same leave year for general family care purposes. An employee is entitled to no more than a combined total of 12 weeks of sick leave each leave year for all family care purposes. If an employee's family member is symptomatic due to COVID-19 that would generally constitute a serious health condition, which would allow use of up to 12 weeks of an employee's accrued sick leave to care for that family member.

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Q. Can an employee invoke his or her entitlement to use the Family and Medical Leave Act (FMLA) to care for a family member with COVID-19?

A. Yes, an employee may invoke his or her entitlement to unpaid leave under the Family and Medical Leave Act (FMLA) in appropriate circumstances. Under FMLA, an employee is entitled to a total of up to 12 workweeks of leave without pay for a serious health condition that prevents an employee from performing his or her duties or to care for a spouse, son or daughter, or parent with a serious health condition. An employee may substitute his or her accrued annual and/or sick leave for unpaid leave in accordance with current laws and regulations governing the use of annual and sick leave. An employee or family member who contracts COVID-19, and becomes ill would generally be considered to have a qualifying serious health condition.

Q. When an employee has exhausted all of his or her annual or sick leave (including advance sick leave) may they be granted leave without pay?

A. If an employee has exhausted his or her available annual or sick leave and other forms of paid time off, he or she may request leave without pay (LWOP). LWOP is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy. While FMLA leave is limited to specific purposes, LWOP may be granted for any reason approved by the agency. In situations where LWOP is taken for a purpose that would qualify under FMLA, granting LWOP without requiring the employee to invoke FMLA will preserve the employee's entitlement to 12 weeks of FMLA leave. An extended period of LWOP may have an effect on an employee's benefits including health benefits, retirement benefits, and life insurance.

Q. If a supervisor instructs employees to telework due to the COVID-10, how is time and attendance recorded?

A: Regular Hours is the type of telework to be coded for Time and Attendances purposes.

Q: What steps has the AFNAF Health Insurance program taken to assist with COVID-19 testing's, preventative measures, and chances of exposure?

A: Aetna has waived the member cost share for all diagnostic testing related to COVID-19. This policy will cover the test kit for patients who meet CDC guidelines for testing, which can be done in any approved laboratory location. Aetna will waive the member costs associated with diagnostic testing at any authorized in-network. The waiver of member share in copays or deductible and/or coinsurance as well as in-network requirements apply to the **Aetna Choice POSII** plan in the US. For the **Traditional Choice plans** in the US, the member share for their deductible and/or coinsurance for diagnostic testing related to COVID-19 for those that meet the CDC guidelines for testing will be waived. For the next 90 days, your DoD NAF HBP plan with Aetna will offer zero co-pay for telemedicine visits for any reason. Aetna members should use telemedicine as their first line of defense in order to limit potential exposure in physician offices. Member Cost sharing (copays) will be waived for all Teladoc general medicine and behavioral health consults as well as with in-network providers delivering synchronous virtual care (live videoconferencing). Teladoc is available only on the CONUS plans so this member copay waiver applies only those covered on the CONUS plans. In addition, your DoD NAF HBP pharmacy program with Aetna will waive early refill limits on 30-day prescription maintenance medications for all members covered by the DoD NAF HBP. This applies to any 30-day prescriptions for maintenance medications done at a participating pharmacy in the US for those covered on the CONUS plans. Beginning immediately, CVS Pharmacy will waive charges for home delivery of prescription medications (where available). With the Centers for Disease Control and Prevention encouraging people at higher risk for COVID-19 complications to stay at home as much as possible, this is a convenient option to avoid coming to the pharmacy for refills or new prescriptions. As CVS pharmacies are located in the US, this applies to the CONUS plans and for any employees, retirees or covered dependents on the OCONUS plans that are living in the US. CVS Health is also taking additional steps across the company to address the COVID-19 outbreak and protect patient access to medication.

Q: If quarantined, will my benefits such as Health and Life Insurance, 401K, Flexible Spending, etc. continue?

A: Benefits for employees and eligible family members remain unchanged as long as they are in a paid status and benefits are paid.

Q: During the quarantine period, who is my point of contact for benefits related questions, such as Open Season elections, 401K loans, interruption of pay, etc.?

A: Employees may contact their respective local NAF HROs (609-754-3352 or 609-754-3321). Though we are teleworking, we are still checking voice messages and responding to all calls.

Q: If an employee has a personal or family medical emergency related to a quarantineable communicable disease, such as COVID-19 and is absent or expected to be absent from duty without available leave, is the employee eligible for the Voluntary Leave Transfer Program?

A: Yes, AF NAF has a Voluntary Leave Transfer Program that permits Regular NAF employees to donate annual leave to other Regular NAF employees for medical or family emergencies. The transfer of annual leave should be among AF NAF donors within the recipient's employing NAF activity. Approved leave recipients shall provide medical documentation of a medical emergency prior to being given donated leave. Approved leave recipients shall provide medical documentation of a medical emergency prior to being given donated leave.

If you or any of your employees have questions not covered within this FAQ, please e-mail Ms. Christie Ford, HR Specialist @

Christie.Ford@us.af.mil

NAF LENGTH OF SERVICE AWARDS

2nd QUARTER - 2020

5 Years

Marianela DiLiberti-Lorts
Latosha D. King
Maria A. Martinez

10 Years

Keith Clark
Sharon A. Rainford
Sandra L. Rainford
Elizabeth Rodriguez-Murphy

20 Years

Kathleen F. Mariano
Minerva G. Sitton

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.

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 3 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

Should you need assistance, please call our payroll technician at **609-754-3321** or via e-mail at Jessica.Jones.41@us.af.mil (payroll back up: Julie.Cloy@us.af.mil)

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

Great Training Opportunity!!!

Working Smarter, Not Harder through
Continuous Process Improvement

Contact Tammy Miller at 745-6838 for more information!

Midterm Performance Feedback Time is here!

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

The 2020 NAF Midterm Employee Performance Feedback time is here!

****While March 31st is the midpoint we understand if Midterm Performance Feedbacks are not completed in April, May, or even June. Please be sure that employees are receiving their feedback prior to Fall 2020 to ensure any areas of improvement can be addressed in adequate timeframes.****

The purpose of the midterm feedback is to ensure that first line supervisors are conducting meaningful progress reviews that address performance progress and developmental opportunities.

The information used during this process can be essential for the Appraisal period for all NAF employees, which is during 1 October to 30 September, annually.

Employees should be made aware that the progress review is meant to provide feedback on performance that may impact the rating of record at the end of the appraisal period. The copy of the feedback form (AF Form 860B) is provided to the employee with the original being retained by the rating official in the Employee Work Folder.

On the AF Form 860B, the line items for the elements come from section titled "Performance Standards" on the position guides/descriptions. When using the AF Form 860B, ensure the employee understands which performance standard is related to which element. For example, Element 1 - Performs all assigned duties in accordance with established procedures, and so forth. Both the employee and supervisor have a role in ensuring this line of communication fosters increased understanding of performance standards and expectations.

If you need a copy of any position descriptions or guides, please reach out to NAF HRO to assist you at 609-754-3459.

Mandatory NAF Supervisor's Training

All NAF supervisors are required to complete supervisor training on FSKC within their first **6 months** of obtaining the title of a supervisor, with a follow up training **once every 3 years**.

If the supervisor is unsure if this training is complete, please have them visit the FSKC site and check their transcripts for confirmation.

This requirement can be met by completing the online computer based training located on Force Support Knowledge Center at:

https://fskc.adls.af.mil/kc/main/kc_frame.asp?blnWhatsNew=True

NAF HR's Summer Hire Program

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

NAF is hiring for summer (Not to Exceed) positions, as well as various other positions within CDCs, Youth Center, Lodging, Bowling, Aquatics, Outdoor Recreation, and more! 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.

Check out USAJobs.gov for all of the NEW Job postings or contact Human Resource Office @ 609-754-3459 and speak to one of our friendly representatives!

Worker's Compensation

What should YOU do if an employee is INJURED on the job?

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

Employees 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 **employee's 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 **Ms. Sharon Rainford @ 754-3890** OR Sharon.Rainford@us.af.mil for a copy of the Worker's Compensation packet to have for your facility. This can be emailed or picked up at the NAF Human Resource Office.

Please feel free to contact Ms. Sharon to make an appointment for one on one training.

THE LAUTENBERG AMENDMENT

Domestic Violence Amendment/Lautenberg Notice

The duties, activities, or responsibilities performed in this facility require employees and/or military members to store, issue, dispose of, or transport firearms or ammunition. Using firearms or ammunition; selling or disposing of firearms or ammunition, receiving, possessing, shipping or transporting firearms or ammunition; or other duties, activities or responsibilities involving firearms or ammunition are covered by the Gun Control Act (Title 18, U.S.C., 922). Any person who has been convicted of a crime of domestic violence is not eligible to perform these duties. Employees and military members have an affirmative, continuing obligation to inform their supervisors if they have, or later obtain, a qualifying conviction. Candidates selected to fill these positions will be required to certify they have not been convicted of a crime of domestic violence prior to assuming the duties of the position. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U.S.C., 1001) and may result in referral to commanders for appropriate action.

THIS NOTICE MUST BE POSTED IN ALL AIR FORCE FACILITIES STORING, ISSUING, DISPOSING OF OR TRANSPORTING FIREARMS OR AMMUNITION.

The Transition from NAFJobs to USAJobs

How this update has benefitted our workforce.

As all of you are aware, USAJobs.gov was introduced in December 2019. With the end of NAF Jobs and introduction to USAJobs for Nonappropriated Funds hiring, we have seen a vast improvement in the quality and quantity of applicants.

Receiving **34,338** applications at an astronomical rate in comparison to the launch of NAF Jobs back in 2010, Air Force wide, the usage of USAJobs has allowed for applicants, managers, and human resource staffers ease and accuracy when reviewing, interviewing, selecting, and employing the future of our NAF workforce.

Some recommendations for best practices with the site:

Recommendations suggested from AFSVC; some information may be direct excerpts from their release to NAFHR. We at NAF HR do not take credit for the recommendations below.

Be sure to select alternates – when selecting your New Hire on the certificate, it is a best practice to also have an Alternate selected for your specific request number/position number.

Direct applicants to search for “NAF” in the search bar when looking for your specific positions.

After you select the applicant, be sure to route a hiring certificate to NAF HR

Inactive Accounts – USA Staffing accounts will become “inactive” if the new user has never logged into USA Staffing OR when an existing user’s last log in is over 25 days. To reactivate, go to <https://usastaffing.gov> and click on the “Reset Password” link, then enter the .mil email address and click on the button to submit. An e-mail will be sent to that address, be sure to follow the instructions.