



Your MWR at Joint Base McGuire-Dix-Lakehurst

FORCE

SUPPORT SQUADRON



87th Force Support Squadron, NAF Human Resources Office

1st Quarter- 2020 Jan, Feb, and Mar

INSIDE THIS ISSUE

*USAJobs.gov and You

*2019 W2's

*Hatch Act

*Length of Service Awards

* Insurance Changes in 2020

*Weingarten Rights

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

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

USAJobs.gov and You!

On 29 November 2019, NAFJobs.org closed its doors and opened up a new opportunity to utilize USAJobs.gov! We are so excited about the change and hope that you all will share in our enthusiasm!

With that being said, we have some changes that will be enforced immediately.

During the past two months, USA Staffing accounts had been created and disbursed to the managers who specified that they required access; for future requests, please be sure to send them to 87FSS.FSCN.ERPA@us.af.mil. All who have access should have logged into their accounts.

Easy to read pamphlets were sent out that may assist with manager usage of the site. If you are unable to locate your informative pamphlets or request further detail about the bulleted items, please reach out to the aforementioned e-mail address and we will be happy to assist you.

The New Items:

Postings on the website that have not been touched by the manager for more than 3 months will be removed from the website. *Extenuating hiring circumstances excluded

Recruit Fill E-RPAs on file for more than 1 year will be archived. If you need to hire for that particular position in the future, you will need to submit a newly approved E-RPA.

PLEASE KEEP AN EYE OUT FOR SCHEDULED NAF HR TRAININGS FOR USAJOBS.

2019 W2's

"Tis the season to get tax-y...fa-la-la-la-laa"

All NAF Employees are required to access their Leave and Earnings Statements (LES) and W2 forms via their online "MyMoney" account at:

<https://nafpay.afsv.net>

Site may redirect to: https://nafpay.afsv.net/OA_HTML/AppsLocalLogin.jsp

In the event that the "nafpay" portion of the hyperlink turns to "afsfms", please adjust the link in the address bar to reflect "nafpay" and hit "Enter".

Once W2s are available, employees will be able to access and print the W2 (will appear as a PDF) from their "MyMoney" accounts. If the employee requires assistance, we at NAF HR will assist them with printing the documentation necessary for tax filing.

In the event that an employee resigns, they have approximately 2 weeks from the date they are resigned out to access their My Money account. Employees should maintain their account with an updated mailing address. If there is an address change and the address does not get updated, it may result in the W2 being sent to the wrong address.

After 18 February 2020, NAF HR will have the capability to reissue the W2 to a separated employee who has not received theirs through the mail, as long as proper identifying factors are met.

**NAF LENGTH OF SERVICE
AWARDS
1st QUARTER – 2020**

5 Years

Mercedes P. Blancaflor
Timea Reyes-Garcia

10 Years

Stephen P. Podell
Yee H. Sohn

20 Years

Edna K. Harting

30 Years

Gail P. Grandinetti

**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.

For "My Money" or NAFJobs.org 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!

The Hatch Act

With the 2020 Presidential Election coming up, we would like to remind our employees of specific guidelines permitted for daily use. Please remember, we are all Federal Employees of the United States Government and though your votes are important and count, we must refrain from vocalizing specific opinions. Please refer to the below information pertaining to "The 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 the displays or communications (**including in-person and via email or social media**) that expressly advocates for or against President Donald Trump's current Presidency, future campaign, and/or possible reelection as well as any other political candidate that may be running for either Republican, Democratic, Independent, etc. party.

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. This is to also include any potential marketing techniques utilized by any other candidate for any other political party.

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.

AF NAF Aetna Insurance Changes for 2020!

If you missed our amazing NAF Benefits fair on 20 November 2019; then you really missed an awesome opportunity to meet and greet some of the representatives from our AF NAF Benefits companies! Representatives from Aetna, MetLife, and Wells Fargo came out to present our NAF Employees with advice on investing money for the employee's futures, as well as insurance plan details for 2020!

Though open enrollment has ended, there is always time throughout the year to better acquaint your employees with information for that "just in case" moment. Below are some of the amazing options we are able to offer our employees and their immediate families:

- ✓ Choice POS II
- ✓ HDHP (High Deductible Health Plans)
- ✓ FSAs (Flexible Spending Accounts)
 - ✓ Health Savings Plans
- ✓ Stand Alone Dental Plans

Plans include access to the following:

- ✓ Teledoc access
- ✓ 24 Hour Nurse Assistance
- ✓ Pharmacy Programs
- ✓ Dental Plans
- ✓ Vision Benefits
- ✓ Lab Services
- ✓ Health Care Reform Information
- ✓ And so much more!!!

For further information and details about our Health benefits program, please visit <https://www.nafhealthplans.com> or visit our concierge service "Alex", which is an online benefits counselor designed to help out with all of your insurance questions to include finding out which plan is best for you and your family! "Alex" is located at www.myalex.com/airforce.

Notification of Weingarten Rights

Bargaining unit employees have rights under 5 USC 7114 (a) (2) (B) (more commonly referred to as Weingarten Rights). In accordance with the requirements of 5 USC 7114 (a) (3), this is to advise bargaining unit employees that:

- An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if:
 - (a) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
 - (b) the employee requests representation