



Human Resources Office Newsletter

Bldg. C, Room 311

Offutt AFB NE

294-2344

A Publication for NAF Employees and Supervisors

Jan - Mar 2010

QUARTERLY AWARD WINNERS, OCT-DEC 2009

1LT Jamie Guevara, FSVF – CGO
SMSgt Jeffery Olmstead, FSVF - SNCO
SSgt Jeremy Davis, FSOXI - NCO



A1C Brianne Bishop, FSMPS - AMN
Donna Lindenstruth, FSFR - SCIV
Lori Sipowicz, FSCT - JCIV

W-2s

As a reminder, W-2s are no longer mailed to active employees. NAF employees must login to their “My Money” account via the NAFPAY website to obtain copies of their W-2s. The W-2s should be available on-line by the end of January. If you are having trouble accessing your “My Money” account, please notify the Accounting Office at 294-6251. Also, it is very important that you notify the HRO when you experience a change in address or for name changes resulting from marriage, divorce, etc.

ID CARDS

AFI 36-3026, para 21.2 authorizes the issuance of a Civilian Identification Card to all AF civilian employees and their family members age 10 and over. An AF civilian employee is an individual employed by the AF and appointed in the Civil Service as defined in Title 5, USC Section 2105(a), or required by AF regulation to take the oath of office. This includes nonappropriated fund (NAF) civilian employees. A family member is defined as the spouse of an employee or annuitant; an unmarried dependent child under 22 years; a step or foster child; or an unmarried disabled child. NAF employees should contact the HRO to request a dependent ID card or to obtain a new ID card within 30 days prior to the expiration date.

CLASSIFICATION APPEALS

A classification appeal is defined as a written request by an employee for a change in the pay system, grade, pay band, series, or title of his or her officially assigned position. All employees have classification appeal rights. If you believe your job is not properly classified you should first discuss it with your supervisor. Employees submitting an appeal through the HRO must promptly furnish all required information necessary to process the appeal.



2010 ANNUAL LEAVE SCHEDULES

January is the month when supervisors should establish tentative 2010 annual leave schedules. If possible, allow employees to schedule annual leave according to personal desires. Schedules may be changed throughout the year as appropriate.

HIRING PREFERENCES

Military spouses who are claiming a hiring preference (MSP) must be given consideration before other applicants. They must be selected if they are among the best qualified for the vacant position. Veterans must also be considered before other, non-MSP applicants when hiring and must be selected if they are equally qualified for the vacant position.

LATERAL MOVES/ PROMOTIONS

Did you know that you may apply for any NAF position on Offutt AFB? The position does not have to be within your activity nor does it have to be vacant when you apply. Apply by submitting an AF Form 2550 to the Human Resources Office. Your application(s) will remain active as long as you are employed in your current position. A complete list of NAF positions and corresponding salaries are available at the HRO or visit our website.



ANNUAL PAY ADJUSTMENTS

Employees assigned to NF-III thru NF-V positions will receive a 1.5% pay increase effective 10 Jan 09. Child and Youth (CY) program employees are entitled to receive pay increases only as necessary to bring their hourly salary up to the minimum of their adjusted salary ranges, effective 10 Jan 09. For CY-1 and CY-2 employees the new pay band minimum is \$10.92 PH; the minimum for CY-3 employees is \$13.38 PH.

DISCLOSURE

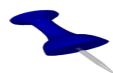
The Office of Special Counsel (OSC) provides a safe channel for employees to disclose wrongdoing. Protected whistleblowing is defined as disclosing information in cases where the disclosure reasonably shows:

- A violation of law, rule, or regulation;
- gross mismanagement;
- gross waste of funds;
- an abuse of authority; or
- a substantial and specific danger to public health or safety.

FEDERAL LAW GUARANTEES THE CONFIDENTIALITY OF THE WHISTLEBLOWER.

DESIGNATION OF BENEFICIARIES

Regular employee should review their designation of beneficiaries periodically to determine if updates need to be made due to a change in address, marriage, divorce, births, death, adoption, etc. Your beneficiary designations can be reviewed at any time at the HRO.



2010 OBSERVED HOLIDAYS

Fri., Jan.1	New Years Day	Mon., Sept 6	Labor Day
Mon., Jan.18	Martin Luther King Jr.	Mon., Oct.11	Columbus Day
Mon., Feb.15	Washington's Birthday	Thurs., Nov.11	Veterans Day
Mon., May. 31	Memorial Day	Thurs., Nov.25	Thanksgiving Day
Mon., July. 5	Independence Day	Fri., Dec.24	Christmas Day

Regular employees receive holidays off with pay for the hours normally scheduled. If the holiday falls outside and individual's scheduled workweek then the next work day before or after the holiday becomes the day off with pay. If required to work on the holiday, regular employees receive holiday pay plus regular pay for the number of hours worked but do not receive an "in-lieu-of" holiday.

If there is a particular topic you would like discussed in the next newsletter, or if you have a question about your employment, benefits, or entitlements, please contact us.

Our Office Hours are Mon-Fri, 0800-1600 (closed on green days).

HRO website: www.offutt55fss.com/amenities/hr.html