



Human Resources Office
Newsletter
Bldg. C, Room 311
Offutt AFB NE

A Publication for NAF Employees and Supervisors
July – September 2011



QUARTERLY AWARD WINNERS **APR-JUN 2011**

Amn – AIC – Tyler Loecker (FSVF)
NCO – TSgt Colon (FSMM)
2nd Lt – Lindsey Colburn (FSV)

SCIV- Donna Lindenstruth (FSFR)
ICIV – Linda Przytulski (FSVL)
JCIV – Mildred Pipkin (FSDE)

Congratulations to all!

DESIGNATION OF BENEFICIARY

When was the last time you visited our office to update your records. Do you have a beneficiary designated to receive your unpaid compensation, life insurance, retirement, 401k, etc? If you do, is it current? If, at the time of your death, there is no Designation of Beneficiary on file, your life insurance and other benefits will be paid in the following order of precedence:

- To your widow or widower
- If none of the above, then to your child or children, with the share of any deceased child distributed among the descendants of that child
- If none of the above, to your parents in equal shares or the entire amount to your surviving parent
- If none of the above, to the executor of the estate
- If none of the above, to the next of kin who are entitled under the laws of your domicile at the date of your death?

NIGHT SHIFT DIFFERENTIAL

Effective immediately, ALL employees will receive Night Shift Differential. In accordance with AFMAN 34-310, the night shift differential is applied to NAF employees as follows: For CT, NF-I, NF-II employees, an employee is paid at the scheduled rate of basic pay, plus a differential of 7½ percent of that scheduled rate for regularly scheduled nonovertime work when a majority of whole hours worked occurs between 1500 and midnight; or 10 percent when the majority of whole hours worked occurs between 2300 and 0800. For NF-III through NF-VI and CY employees, an employee receives their scheduled rate of basic pay plus an additional differential of 10% of the scheduled rate for work which falls between 6:00 PM and 6:00 AM. Nightshift differential is included in the rates of basic pay that are used for computing overtime pay, Sunday premium pay, and holiday premium pay. Nightshift differential is not included in determining the amounts to be deducted for retirement, group health insurance, or group life insurance.

ID CARDS

Please check the expiration date on your employee ID card and call the HRO if you need to process a renewal. ID cards are Air Force property and must be returned when separating from the agency to avoid a delay in receiving your final paycheck.

LEAVE & EARNINGS STATEMENT

As a reminder – you should check your LES each pay period. Why? There are many reasons. For example, whenever you make a health, life insurance, 401(k), or retirement election, you should check the LES for the pay period following the effective date of the election to ensure the right enrollment code/plan and premium amounts are reflected. To verify that your pay is correct and leave balances are accurate. Also, it's an excellent way to verify that your premiums and deductions resume correctly upon transfer to a new location.

401(k) SAVINGS PLAN

A 401(k) Savings Plan is used by an employer to establish retirement accounts for employees. Employees contribute a pre-established percentage of their salaries and the employer contributes a matching percentage, up to 4%. Benefits include convenient payroll deductions, employer matching contributions, and tax deferred investment income. Your money will not be federally or state taxed until you request a distribution, which allows for long-term compounding of tax-deferred earnings. The Air Force NAF 401(k) accounts are managed by Wachovia – A Wells Fargo Company. There are now 43 funds available to choose from. You may access your account online at www.wachovia.com/401K. You may contribute up to the maximum allowed by law which is \$16,500 for 2010. You are always 100% vested in your payroll contributions, your rollover contributions, plus the earnings they generate. You must have 3 or more years of service to be vested in the employer contributions.



LWOP

Leave-With-Out-Pay (LWOP) is a temporary, authorized non-pay status. Employees may request LWOP by completing OPM Form 71, Request for Leave or Approved Absence. The supervisor can approve LWOP requests up to and including 30 days. The Squadron Commander approves LWOP over 30 days. Regular employees moving with head of household (e.g. PCS move) are entitled to LWOP for up to 150 calendar days. This is to help avoid a break in service when the head of household is transferred.

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 that your job is not properly classified you should first discuss it with your supervisor. Employees submitting an appeal are responsible for promptly furnishing all information required to process the appeal.

EQUAL EMPLOYMENT OPPORTUNITY

The Air Force is dedicated to full implementation of federal laws mandating equality of opportunity for NAF employees. Personnel actions are based solely on the principles of merit and qualifications and the provisions of AFD 36-2, Employment, and Affirmative Action. Employment policies will be strictly observed without regard to race, color, sex, religion, age, national origin, marital status, disability, political affiliation or other non-merit factors.

If there is a particular topic you would like discussed in the next newsletter, or if you have a question about your employment and/or benefits, please contact the Human Resources Office at 294-2344.