

# THE NAF EMPLOYEE NEWSLETTER

**Welcome to the NAF HRO Newsletter, your  
official personnel news!**

**Hot Topics Included in this issue:**

- 401(K) Enrollment Changes
- Portability
- Frequently Asked Questions
- Health Insurance Changes
- New Retirement Calculation Engine
- Sunday Premium Pay
- Compensatory Time off

**JUST RELEASED:**

***401(K) Enrollment Changes***

If you recently checked your 401(K) investments on-line most likely you noticed that Wachovia Investments is no longer the 401(K) Plan administrator and Wells Fargo is currently managing your account. Wells Fargo Bank bought Wachovia Investments back in December 2008 but changes to the Plan name did not take place until Mar 2010.

**Just a reminder:**

A NAF employee who becomes a regular employee will be eligible to participate in the 401(K) after completing 30 days of regular service. If the employee does not complete the enrollment request form declining participation, the HRO will automatically enroll the employee with a 1% employee deduction and will select age appropriate T. Rowe Price Retirement Target Date fund as the default fund for the employee contributions.



*Do you know that you can change your invested fund contribution(s) to your 401(K) by logging on to [www.wellsfargo.com/401k](http://www.wellsfargo.com/401k) or by contacting Wells Fargo participant account services at 1-866-665-1282.*



*HRO hours of operation: Mon-Fri 7:30am-4:30pm. Walk-ins 9:00am-2:00pm. Office closed on weekends and holidays*



*For "my pay" password changes and resets, please contact the HRO staff at 556-4818, 556-4525, or 556-7074.*

## EMPLOYMENT NEWS

### Annual Wage Increase

Wage schedules for NF-I, NF-II employees were approved and issued 21 Mar 2010. The new schedule shows a 2.4% increase for the above grades. Craft and trades employees (NA, NL, and NS employees also received an increase on 20 Mar 2010.

### Out-of-Cycle Wage Survey

El Paso Colorado wage area is scheduled this year for an additional wage survey during the month of July 2010 to establish local rates of pay for NAF employees under the provisions of Public law 92-392 and in accordance with the instructions in Title 5 CFR, Part 532. This full scale wage survey is adjusted to July from January to change the annual schedule of NAF Federal Wage System Surveys.

### NAF Retirement

The AF Services Agency developed a new engine tool to compute retirement annuity. This program is now available at base level for use. If you are retiring within a year and want to know how much your monthly annuity will be, contact the HRO at 556-4818 to set an appointment for an estimate.

### Compensatory Time Off

NAF employees who are NF-III and above who are also exempt may receive compensatory time off under working overtime. However compensatory time can only be paid in lieu of cash (Overtime pay) if it is officially ordered or approved. Employees who are granted compensatory time-off in place of overtime pay, usually schedule the time off before the close of the pay period following the one during which the overtime was worked. When it is not possible to grant the time off by the end of that pay period, the time off is scheduled for no later than the end of the fourth pay period after the one in which the overtime was worked. In the event of failure to take compensatory time off because management was unable to grant the employee the time off, payment for overtime is made at the end of the fixed time limit. If the employee fails to take compensatory time off to which he/she is entitled, before the fixed time limit expires, loses his right both to compensatory time off and to overtime pay unless his failure is due to an exigency of the NAFI beyond his or her control. An employee may not accumulate more than 60 hours of compensatory time off and compensatory time off must be used before annual leave is granted.

*Current NAF employees applying for other NAF positions within the Squadron must complete an AF 2550 in order to be considered for the other vacancies. The AF 2550 must be thoroughly completed with all the signatures and work/education experience necessary for qualifying for the new job.*

## EMPLOYEES CORNER

### PAY ATTENTION:

#### Portability of Benefits for Moves between Civil Service (APF) and Non-appropriated Fund (NAF) Systems

The Portability of Benefits for NAF Employees Act, PL 101-508 was enacted in 1990 to provide portability of pay and benefits for employees moving between NAF and APF positions. Under the portability Act, employees who move with a break of service of no more than three days between DOD NAF and DOD APF positions may be eligible for pay, leave, reduction in force, and retirement benefit protection. Section 1043 of PL 104-06, enacted in 1996 expanded the authorities provided by the portability act, primarily in the area of retirement coverage elections. Sections 1131 of the national Defense Authorization Act for Fiscal year 2002, PL 107-107, further expanded the retirement election opportunity to make it easier for employees to continue retirement coverage after moving between NAF and APF positions.

#### Employee Frequently Asked Questions

**QUESTION:** Do military spouses lose their preference upon placement to a regular employment category position from a flexible employment category?

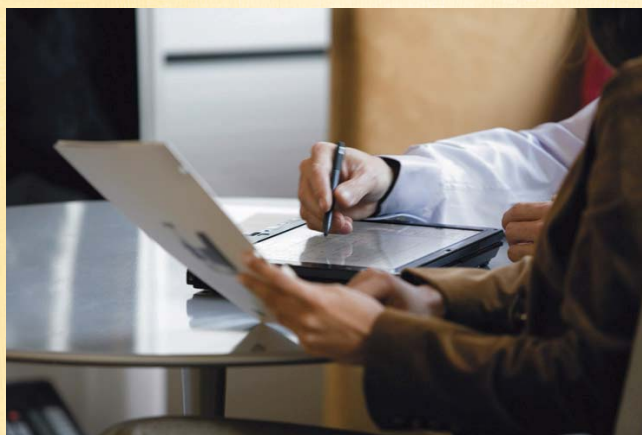
**ANSWER:** Yes, per AFMAN 34-310, Para 3.9.3, preference shall be terminated on placement into any continuing position in the new duty location, i.e., one expected to continue for at least 1 year in either appropriated or NAF work force, whether or not preference was applied.

**SUNDAY PREMIUM PAY:** Fathauer v. United States decision gives NAF Regular and Flexible Craft and Trades employees (NA, NL, NS) Sunday premium pay for hours worked on Sundays. The employee does not have to work 8 hours on a Sunday in order to receive Sunday Premium Pay. Eight hours is the limitation upon the number of hours for which premium pay may be paid, not a minimum number of required hours.

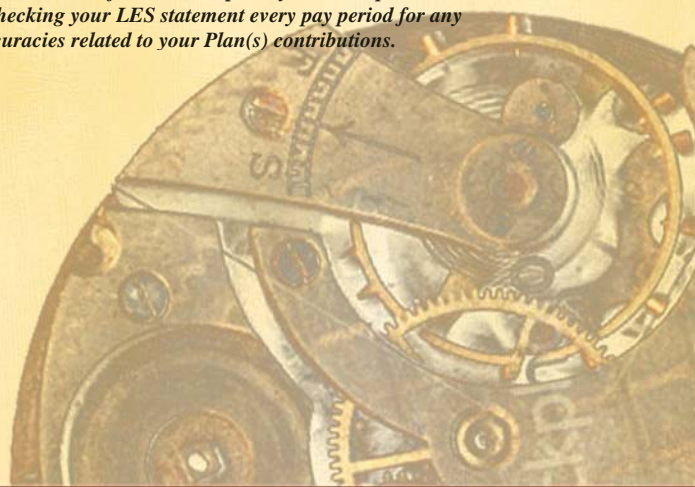
**Health Insurance News:** The Air Force is currently working a computer engine tool through our insurance carrier Aetna, to allow NAF employees to enroll and process changes to their health insurance. This new tool will simplify insurance processes and improve program efficiency. This project may be ready for use by the bases starting October-November 2010. More to come!



*Always check your LES statements! Report any inaccuracies to your benefits deductions to the HRO immediately.*



*If you are enrolled in the 401(K), the NAF Retirement, or the Health and Life Insurance plans you are responsible for checking your LES statement every pay period for any inaccuracies related to your Plan(s) contributions.*



Always check your personnel actions (AF Form 2545), pay strict attention to several items such as you social security number, date of birth, position title, grade, step, and rate of pay. Even though the AF Form 2545 passes through many eyes including the HRO, payroll, and your supervisor, errors may occur. If you find an error, please contact the HRO immediately at 556-4818.

***DID YOU KNOW***.....that over 130,000 DOD employees are paid from funds that are not appropriated by Congress? DOD NAF employees work in military exchanges and morale, welfare, and recreation programs. They are paid from funds generated by those activities; NAF employees work all over the world, supporting our military bases. NAF employees are federal employees however; they are not covered by most laws administered by the Office of Personnel Management

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COMING SOON: NAF Supervisory Training Course. This training is required for all new managers and supervisors of NAF employee. Tentative training dates are 17 and 19 August 2010.

NAF Supervisory Training Refresher Course. Required for all managers and supervisors who previously attended initial course. Tentative training dates are 23 and 25 August 2010.

**For current job openings within 21 FSS, Thule Greenland, and Clear, Alaska go to [WWW.21fss.com](http://WWW.21fss.com)**

This is a **quarterly** publication brought to you by the NAF Human Resources Office

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