

THE NAF EMPLOYEE NEWSLETTER

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

Hot Topics Included in this issue:

- 401(K) Enrollment Changes
- Annual Wage Increase
- Scheduling Annual Leave
- Witness and Jury Fees
- Probationary Periods
- Resignations
- Changes to Wage Survey

JUST RELEASED:

401(K) Enrollment Changes

Effective 1 February 2010 the following administrative change is mandatory for enrollment to the AF NAF 401(K) Savings Plan:

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.wachovia.com/401k or by contacting Wachovia 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-III, NF-IV, NF-V, and CY employees were approved and issued. The new schedule shows a 1.5% increase for the above grades.

Scheduling Annual Leave:

This is a reminder that activity managers must establish a tentative annual leave plan for all assigned employees during January of each year. Employees are responsible for requesting vacations in advance and requesting sufficient annual leave so as to prevent forfeiture at the end of the leave year. Any dispute between employees desiring the same vacation time which cannot be equitably resolved by any other means, shall be resolved by granting the disputed vacation time to the employee with the most continuous seniority in grade in the work unit the first year, rotating to next seniority the disputed period succeeding years with other employee(s) involved.

Full Scale 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. This change will not affect the current January 2010 full scale survey taking place right now in El Paso County.

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:

Employee Safety and Health:

Employee must comply with all safety and health directives and promptly report on-the-job injuries to the supervisor to complete required injury forms.

If you are injured at work and need medical attention, ensure to take with you a LS-1, Request for Examination and/or Treatment form to the doctor. For medical appointment follow-ups related to your injury, ensure to take with you a LS-204, Attending Physician's Supplementary Report form.

Resignation/Abandonment:

Any employee who fails to report to work or notify management for three consecutive workdays without a reasonable explanation is considered to have resigned.

Employment category change:

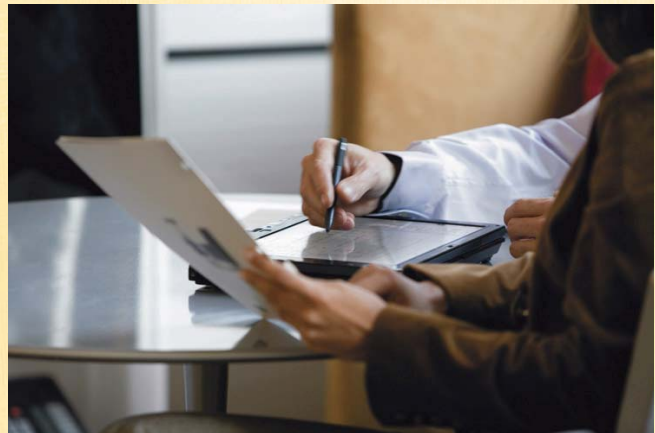
If you would like to have your employment category changed from regular to flex, you must submit to your supervisor an AF Form 2550 requesting the change; remember, once you become a regular employee management can't change your employment category to flex unless the change is the result of a Business Based Action (BBA).

Witness and Jury Fees:

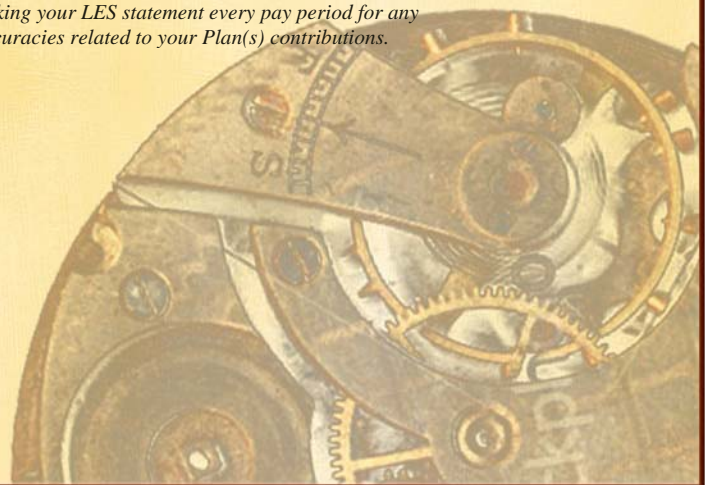
NAF regular employees are entitled to receive their regular pay for such time or may retain the court fees received from the court, whichever is the greater amount. If the court fees are the lesser amount, such fees must be turned over to the employing NAFI.



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 your 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 probationary period tests the employee's ability, suitability, and fitness for the job, as shown by actual job performance? During this period, the employee's conduct and performance are observed, and he or she may be separated if conditions warrant. A probationary period is required for all regular and flexible employees, including those on not to exceed (NTE) appointments.

January-April 2010

VOL #1 ISSUE #2

COMING SOON: NAF Supervisory Training Course. This training is required for all new managers and supervisors of NAF employee. Tentative training dates are 18 and 24 March 2010.

NAF Supervisory Training Refresher Course. Required for all managers and supervisors who previously attended initial course. Tentative training dates are 13 and 14 April 2010.

For current job openings within 21 FSS, Thule Greenland, and Clear, Alaska go to WWW.21fss.com

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

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