

# THE NAF EMPLOYEE NEWSLETTER

Welcome to the NAF HRO Newsletter;

Your Official Personnel News!

## THIS ISSUE:

- Family Medical Leave Act (FMLA) Coverage of Same Sex Spouses
- DoD Health/Dental Benefits Insurance Open Season
- New provision for Military Spouse Preference (MSP)
- 401(K) Auto Enrollment
- Address Changes
- Leave Requests-LWOP for Permanent Change of Station (PCS)
- Supervisor's Corner

## Personnel Topics

### Family Medical Leave Act (FMLA) Coverage of Same-Sex Spouses

The US Supreme Court recently ruled that Federal Employees with same-sex spouses are now provided the same Family Medical Leave Act (FMLA) entitlements as those with opposite-sex spouses. On 26 June 2013, the Supreme Court ruled that Section 3 of the Defense of Marriage Act (DOMA) is unconstitutional; this ruling impacts the definition of "spouse" found in the Office of Personnel Management (OPM) FMLA regulations, as a result of the Supreme Court decision, federal employees are not entitled to use FMLA leave to care for a same-sex spouse with a serious health condition (including care for a same-sex spouse who gives birth to a child), to care for a same-sex spouse who is a covered service military member with an injury or illness incurred or aggravated in the line of duty on active duty, or for qualifying exigencies while a same-sex spouse is on covered active duty or has been notified of an impending call or order to covered active duty status in accordance with the statute at 5 U.S.C. chapter 63, subchapter V, and the regulations at 5 CFR part 630, subpart L. The term spouse however, does not include unmarried domestic partners, unless they meet the requirements of being spouses in a common-law marriage in States where such marriages are recognized.



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.





## EMPLOYMENT NEWS

### Get Ready for Open Enrollment!

*The DOD NAF Health Benefits Program Open Enrollment Period is almost here!*

The Open Season for Health and Dental insurance programs will be available from **4 November - 29 November 2013**. During the open season eligible NAF employees (Regular) will be able to join the DoD NAF HBP NAF health Plan if not already enrolled; switch plans; add/or remove eligible dependents, add/or drop dental coverage; drop coverage altogether; or do nothing and keep current medical/dental coverage. Employees making an enrollment change will need to contact the HRO no later than November 29 2013. Open season brochures and posters are now available at each one of your facilities. You can also checkout your DOD NAF health benefits website at [www.nafhealthplans.com](http://www.nafhealthplans.com) for information concerning your Aetna medical and dental plans.

*HRO hours of operation: Mon-Fri 7:30am-4:30pm. Walk-ins 9:00am-3:00pm. Office closed on weekends and holidays.*

*Contact the HRO at 556-4818 if you need access to our office.*



### Provision to Military Spouse Preference (MSP)

An additional provision in extending Military Spouse Preference to Spouses who marry after the military sponsor receives PCS orders is now available. The Office of Personnel Management (OPM) expanded the preference to include the spouses of military service members who obtained or are issued an "updated" Permanent Change of Station (PCS) including the "new" spouse.

**Question:** If an individual marries after his or her military spouse receives permanent change of station (PCS) orders is the individual eligible for non-competitive appointment under the new OPM provision for MSP?

**Answer:** in general, no. The intent of Executive Order 13473 is to provide employment opportunities for individuals who are married to service members at the time these service members receive their orders to relocate; however, if the Department of Defense issues the service member updated PCS order which include his/her new spouse, then the spouse would be eligible to received military spouse preference (assuming the member meet all applicable requirements established by DoDI 1400.25 Vol 315, Para 4.

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

### Auto Enrollment for Eligible 401(K) Savings Plan Employees

Employees **who do not decline** participation in the 401(K) Plan after 30 days of regular service will be automatically enrolled in the Plan with a 1% employee contribution. Auto-enrolled participants may change or suspend their plan enrollment by submitting a Contribution Change Form (AF3) to

### Address changes:

All address changes ought to be updated first by the employee through "my money" before they are submitted to the HRO for processing so as to avoid possible problems to benefits entitlements ensuing from the erroneous/outdated address in NAF DIS.



*The Internal Revenue Service (IRS) urges workers to review their Federal tax withholding every year and if necessary, fill out a new W-4 and give it to their employer. If you have multiple jobs, are getting married, getting divorce, having children, buying a home, or wind up with a balance due or large refund from the IRS, you may want to consider submitting a revised W4 form to your employer.*



## EMPLOYEE CORNER

### PAY ATTENTION:

#### LWOP for Regular Employees moving with Head of Household

A regular employee is entitled to LWOP for up to 150 calendar days in order to avoid a break in service when resigning from his or her position due to an employer's transfer of the head of household if the employee is a family member of: a military member who is head of the household, a federally employed person who is the head of the household, or a non-federally employed person who is the head of the household. Leave without Pay (LWOP) requests for permanent change of station (PCS) must be submitted to your supervisor prior to PCS move and must include the following:

- Copy of spouse's PCS orders or acceptable evidence of spouse's employment transfer (if employee is a dependent of a non-federally employed person)
- OPM 71, Leave Request form (requesting up to 150 days of LWOP)
- ERPA resignation including a forwarding address signed by employee (the resignation takes effect on the last day of the LWOP period, unless the employee is appointed to another position prior to the expiration of the LWOP period, in which case, the resignation does not take effect).

**REMEMBER:** LWOP requests in excess of 30 days must be approved by the Commander/Deputy Commander or Squadron Director before submission to the HRO for processing.

### Supervisor's Corner

#### Air Force Federal Employee Substance Abuse Education

The Civilian Drug Testing Program (AFCDTP) Computer Based Training (CBT) course is now available on the Advanced Distributed Learning Service (ADLS) site. This course is used for training of all Air Force Civilian employees (APF and NAF) and fulfills the training requirement in AFI 44-107, 1.4.7.10.5.

#### Remember: NAF Supervisory Web Training

A computer based, standardized NAF Human Resources Course for supervisors is now available. The course can be accessed through the Force Support Knowledge Center (FSKC) and consists of 12 modules. The modules cover the various HR disciplines and provide an overview of supervisory responsibility for NAF personnel management. The course provides the necessary instruction of basic aspects of supervising NAF employees. New supervisors of three or more NAF employees are required to take this course. However, it is a good training source also for other supervisors as well.

You can find the standardized course on the Force Knowledge Center website at <https://fskc.csd.disa.mil>

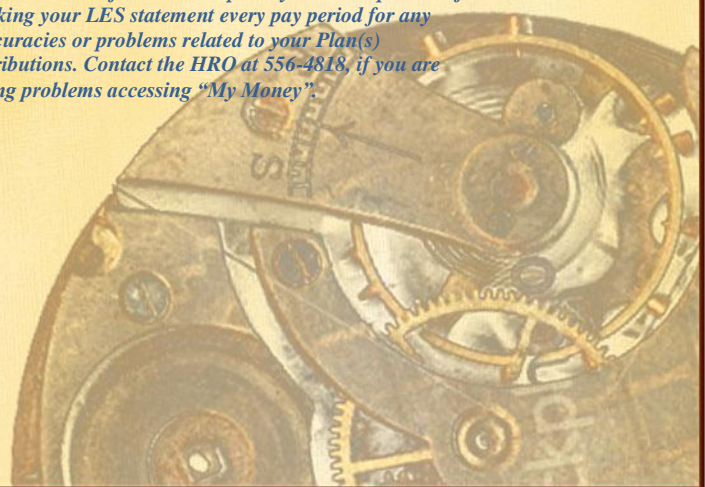
- Course list
- Human Resources
- NAF HR Supervisors Course



**DID YOU KNOW** that AWOL (Absence without Leave) is an unauthorized absence from duty or for which leave is denied. Unauthorized absences from duty may form the basis for Disciplinary Actions.



*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 or problems related to your Plan(s) contributions. Contact the HRO at 556-4818, if you are having problems accessing "My Money".*



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.



### Classification appeal rights

Department of Defense NAF employees are entitled to appeal the classification of their position without restraint, coercion, discrimination, or fear of reprisal. A classification appeal is a written request made by an employee for a change in the pay system; grade or pay band, series, or title of his/her officially assigned position. An employee may appeal the classification of his/her position at any time. The appeal may be filed by an employee individually or on behalf of a group of employee occupying identical positions (having the same pay plan, series, title, grade or pay band, and position number).

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#### *Don't forget.....*

*If you are contemplating retirement from NAF employment you must submit your retirement application package to the HRO at least three (3) months prior to your selected retirement date. If you would like to discuss your retirement options, contact Diane Hemlock at (719) 566-7074 to make an appointment.*

For employment opportunities within 21 FSS; Thule Air Base, Greenland; and Clear Air Station, Alaska go to [WWW.NAFJOBS.ORG](http://WWW.NAFJOBS.ORG)