

NAF Human Resources



Insurance & Leave Without Pay (LWOP)

April- June 2019

During approved LWOP (supervisor can approve up to 30 days, anything over 30 days must be approved by 6 FSS/CD or CC) an employee may elect to continue coverage under the AFNAF Group Insurance Program, provided he or she continues to pay the required employee share of the premium. Consequently, the employer will continue to pay the employer's share. The employee is responsible for 100% of the premiums on the Stand Alone Dental Plan (SAD) and their portion (30%) for Health Insurance premiums. This LWOP provision for insurance

continuation also applies to employees placed on Worker's Compensation for a work-related accident or injury. The NAF HR should counsel the employee & supervisor prior to LWOP about continuing participation in the plan & termination of coverage due to non-payment of premiums, as well as reinstatement of coverage opportunities. If the employee fails to pay the required contributions, the NAF HR will contact the employee to determine the payment status. If no resolution occurs, the coverage is canceled effective on the first day of the pay

period following the pay period in which the employee failed to make a contribution. Any employee losing SAD coverage due to non-payment of contributions may not be re-instated in the plan until the next open enrollment period of a special enrollment period, if applicable. With respect to Group Life coverage, the employee or dependents' coverage may not be reinstated until Evidence of Insurability (EOI) is approved by Minnesota Life. For more information on LWOP, please contact the NAF HRO at 813- 828-2911

Information Security

With the proliferation of identity theft and fraudulent transactions, you should always be vigilant when it comes to monitoring your personal finances. A key step in ensuring your pay is accurate and no one has gained unauthorized access to your pay account is to actively review your LES. Civilian employees should not only verify the hours paid, but also

check for unusual payroll deduction, allotment changes, and changes in tax deductions. All members should review for errors in leave balances. If you find any discrepancies, immediately contact your local Human Resources Office. While normally you should see no discrepancies or errors things can happen.

You have a responsibility for ensuring the accuracy of your pay. Taking charge of your finances and reviewing your LES regularly allows you to identify problems early and take corrective action before it has a negative impact on your credit score or results in a large debt. No one should care more about your pay than you!

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**Upcoming
Family Days
MacDill AFB**

**Friday, 24 May
Friday, 5 July**

Are You Thinking About Retiring?

90 Day minimum notice is required in order to allow time for the retirement package to be processed at headquarters.

401(k) Self Services Now Available

The United States Air Force NAF Employees' 401(k) Savings Plan helps you save for retirement. The 401(k) plan provides access to your money if you need it, by offering a loan and an in-service withdrawal provision. The loan and in-service application process is now totally paperless.

Going forward, all 401(k) loan processes are self-service via the Wells Fargo Website. Any employee who wishes to take a loan against their 401(k) account will need to log into their Wells

Fargo account and complete the loan application.

You would simply go online to wells Fargo.com and sign into your account, select Loan and then Loan Calculator and request. Employees also have the option of having their loan proceeds deposited directly into their bank accounts. The online system walks you through the process.

The plan also allows you to take an in-service withdrawal if you are age 59 ½ or over and in case of a financial hardship.

Withdrawals from your account (that you do not need to repay) are available when taking out a 401(k) loan is not an option. The withdrawal may be subject to taxes and a penalty unless you are over 59 ½.

To request a withdrawal you no longer have to complete a form. You can call the Retirement Service Center at 1-800-728-3123 M-F from 7AM-11PM Eastern Time.

If you have any questions regarding your 401(k), please contact the NAF HRO at 813-828-2911.



New NAF HRO Team Member

NAF HRO is pleased to announce that Ms. Sandra Contreras has joined our NAF team as a Human Resources Assistant. Please come by the NAF HRO anytime to meet Ms. Sandra Contreras and help welcome her to the NAF Team.



REMINDER: If you served as an Air Force NAF employee during April 16, 2013 to October 17, 2016 and you meet the criteria for the pay errors for Sunday Premium Pay, please do not forget to submit a claim form to the NAF HRO. Forms must be submitted NLT October 17, 2022. If you have any questions please contact the NAF HRO at 828-2911.

Reminder about "Month of the Military Child Parade" on 26 Apr 2019 at 0900. Parade begins at the Child Development Centers located at Bldgs 381 & 384.

Union Representation – Weingarten Rights

Bargaining Unit Employees are reminded that under Section 7114(a)(2)(B) Chapter 71 Title 5, U.S.C, they have the right to be represented at any examination in connection with an investigation if: a) the employee reasonably believes that the examination may result in disciplinary action against the employee; and, b) The employee requests representation. The following are considered bargaining units;

All regular employees of the Bowling, Center, Golf Course, Information Tickets & Tours, Outdoor Recreation, Arts & Crafts Center, Auto Hobby Shop, Child Development Centers, Youth Programs, School Age Program and all non-supervisory regular and flexible employees of Lodging, Rickenbackers and Box Office Bistro, and the Resource Management Office.



Grievance and Appeals



Employees dissatisfied with matters related to employment are entitled to express that dissatisfaction by filing an appeal or grievance.

An appeal is a written request by an employee to contest a removal for cause, demotion for cause, BBA, or a demotion based on position classification.

An appeal is also used by a veteran who feels they are denied reemployment with the same FSS at the time of his/her return from active military service.

A grievance is a written request by an employee, or a group of employees acting collectively, for personal relief in a matter of concern or dissatisfaction relating to the employment if the employee(s) that is subject to the controls of Air Force management.

An appeal or grievance must be delivered or mailed to the HRO not later than 7 days after effective date of the action. Bargaining unit employees have 15 days of the occurrence to file a grievance per the MOA. If the document is mailed it must be postmarked no later than 7/15 days after the effective date of the action/occurrence.

For information on what is to be included on the written document, reference AF-MAN 34-310 Section 9.13 and 9.14.

Questions on Grievance and Appeal Procedures may be directed towards the NAF HRO at 813-828-2911.

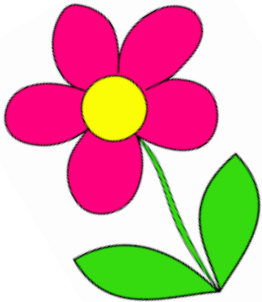
Helpful Websites:

- *nafpay.afsv.net/OA_HTML/AppsLocalLogin.jsp
- *WellsFargo.com
- *NAFHealthPlans.com
- *AETNA.com



Important Tip:

Employees, keep copies of your AF Form 2545 Personnel Actions given to you by your supervisor. They are important documents to prove your service and work.



My Money and W-2 Tax Forms

W-2 Tax Forms are available to view and print from My Money https://nafpay.afsv.net/OA_HTML/AppsLocalLogi.n.jsp In addition to viewing and printing W-2's NAF employees have the ability to

- ~ Review LES for accuracy of earnings and deductions.

- ~ View and change federal tax withholdings (W-4)
- ~ Change mailing address~ Print current and some past LES's
- ~ Add, update or delete allotments
- ~ Change direct deposit financial institution information

The website is available 24 hours a day, 7 days a week for all employees. If you need assistance accessing the website or need to reset your password please contact the HRO at 828-2911.



NF 1, NF-II, and Crafts and Trade Pay Increases

Since the Wage Change Survey conducted this past January, MacDill has received the new Pay Schedule Reports for the Crafts and Trade employees and NF-1 and NF-II employees. Per the guidance received, all Crafts and Trade employees will receive their Pay Adjustment effective 24 March 2018, and NF-1 and NF-II employees will receive a 2.1% pay increase effective 25 March 2018. If you have any questions regarding the new schedules, please contact the NAF HR Office.

Are Your Beneficiaries Up to Date?

An employee has the right to cancel or change his/her designation of beneficiary at any time without the knowledge or consent of any previous beneficiary. This right cannot be waived or restricted. It is important to ensure your designations of beneficiaries are current and up to date. If there has been a change in beneficiaries due to a change in family status please visit the HRO or contact us at (813) 828-2911.

The purpose of the Air Force NAF HR office is to administer the NAF Personnel Program by providing and efficient and effective management of NAF personnel while assuring their fair and equitable treatment. We advise and help management meet personnel needs and solve personnel problems. We ensure programs and actions comply fully with the spirit and intent of laws, regulations, and policies. All actions will be based on merit, without regard to grade, race, color, religion, gender, marital status, sexual orientation, national origin, physical handicap, age, or political affiliation.

6th Force Support Squadron
NAF Human Resources

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Monday – Wednesday, &
Friday 0730-1630
Thursday: CLOSED

www.nafjobs.org

Your HR Staff:

HR Officer: Gail Mouse
HR Spec: Loreatha Upshaw
HR Asst: Kenneth Noil
HR Asst: Sandra Contreras