

NAF Human Resources



NAF Pay Adjustments for 2019

January – March 2019

The President has signed an Executive order that the 2019 pay rates for civilian employee pay schedules covered by the order **REMAIN** at 2018 levels.

Who does this impact? NF-III's, NF-IV's and CY pay band employees

While the pay schedules in the Executive order will not increase in 2019, employees may continue to receive individually-based pay increases such as performance-based pay increases and promotion increases to the extent authorized by applicable statute, regulation, and agency policy and subject to 2019 pay limitations.

MyMoney & W-2 Tax Forms

After January 31st W-2 tax forms will be available to view & print from your MyMoney accounts https://afsfms.afsv.net/OA_HTML/AppsLocalLogin.jsp



In addition to viewing & printing W-2's, NAF employees have the ability to:

- Review LES for accuracy of earnings & deductions
- Print current & some past LES's
- Add, update or stop allotments
- View & change federal tax withholdings (W-4)
- Update mailing address
- Change direct deposit financial institution information
- This website is available 24-hours a day, 7 days a week for all NAF employees.

If you need assistance accessing the website please get with your payroll clerk/manager in your facility. If you need assistance with password resets, please contact IT at 828-1384 or NAF HRO on Thursdays from 10-12 at 828-2911. **Walk-ins are also welcome during this time.**

Inside this Issue:

- NAF Pay Adjustments
- My Money W-2 Tax
- Open Enrollment
- Wage Survey
- Change in 401K Statements
- ID Cards Relocated!
- NAF Jobs Preference

The NAF HR team can reset you passwords in MyMoney on Thursdays from 10-12! Call us at 828-2911 or stop by our office for assistance during these hours.

Open Enrollment

We want to thank everyone who turned in their insurance forms on time to the NAF HRO for the duration of Open Enrollment. All changes that were made during Open Enrollment have been processed and made effective 1 January 2019. If you have any questions or concerns regarding your latest changes, please contact the NAF Office at 828-2911.

Wage Survey

Special thanks to Chester Morgan from the Golf Course, Benjamin Wilson from Lodging, and Felicia David from CDC 2 for volunteering as data collectors for this year's full scale wage survey! Their efforts helped the team from the Wage and Salary Division complete a successful survey! Also thanks to Miguel Ramirez from Outdoor Recreation for serving as the Labor representative!





The NAF HRO is
CLOSED every
Thursday for
administrative
work and
training.

Change in 401K Statements

Beginning January 1, 2018, all 401K Statements moved online and employees enrolled in 401K will no longer receive a printed copy in the mail. To view your statement online, you need to sign into your Wells Fargo account at **wellsfargo.com** and select your retirement plan name on the **Account Summary** Page. From the retirement plan dashboard, you will select **My Account** and then **Statements**. If this is your first time accessing your account online, you will need to select **Enroll** at the top of the page and follow the prompts to set up an account, so you can review your statements each quarter.

Federal Holidays:

MLK Birthday 1/21
President's Day 2/18

ID Cards Section Has Relocated!

The Military Personnel Flight (MPF) ID Cards

8206 Hillsborough Loop,

Building 378, MacDill AFB, FL 33621

MPF Hours of Operation

Walk-Ins Hours Only (7:30am – 11:00am)

Appointments Only (11:00am – 3:30pm)

Selecting Preference on NAFJobs Website

If you are a current employee applying for a new position on NAFJobs.org and you are eligible and would like to use your Military Spouse Preference (MSP), please ensure you follow the instructions carefully: In the documents section of your profile you **MUST** select the appropriate document from the drop down menu labeled "Document Type". It will either be PCS Orders for MSP or DD214 for Veterans, and then you can upload the appropriate document. Once you have completed your profile and you click the "Apply" button for a position a box will pop up and ask if you would like to use your Military Spouse or Veteran's preference, select the appropriate box. If this notification does not pop up, you have not selected your preference properly. Please keep in mind, applicants who meet the eligibility criteria in Title 5 USC §2108, *Veteran; Disabled Veteran; Preference Eligible*, and the minimum service requirements in the OPM's Guide to Processing Actions, receive hiring preference at INITIAL appointment **ONLY**, provided they are equally qualified for the vacant position. If you have questions, please contact our office while the position is still open. Once the position is closed, no changes can be made.

6th Force Support Squadron NAF Human Resources

6 FSS/FSCN
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Building 373, 2nd Floor, Rm 224
MacDill, AFB, FL 33621

813-828-2911
DSN: 968-2911
Fax: 813-828-3274

Monday-Wednesday, & Friday
0730-1530
Thursday: CLOSED

www.nafjobs.org

Your HR Staff:

HR Officer: Gail Mouse
HR Spec: Loreatha Upshaw
HR Asst: Kenneth Noil
HR Asst: Christina BlakeTucker

The purpose of the Air Force NAF HR office is to administer the NAF Personnel Program by providing an 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.
