

NAF Human Resources

MACDILL AIR FORCE BASE



October 2018 - December 2018

Performance Evaluations



It is time once again for performance evaluation reviews. The performance evaluation cycle is 1 October 2017 to 30 September 2018. The purpose of the performance evaluation is for supervisors to fairly and objectively evaluate the work performance of employees. The objectives of the performance evaluations are to:

- Keep employees aware of performance standards expected of them.
- Provide employees with constructive help to identify and correct deficiencies in performance.
- Identify and resolve points of misunderstandings regarding work requirements.
- Use performance evaluations as a basis for making decisions on training, retention, promotion etc.
- Evaluate employees fairly and objectively on a scheduled basis.

-Increase efficiency of employee and supervisor.

-Advise employees on whether they meet, fail to meet, or exceed the standards for satisfactory performance.

-Evaluate employees only under reasonable standards that are in effect during the rating period.

Performance evaluations are completed on both Regular and Flexible employees who have completed at least 90 days of work. Evaluations are completed on AF Form 3527 and each form requires a rating and reviewing official. Pay band employees' salary must be reviewed in conjunction with their annual evaluation to ensure they are being compensated according their duties and level of performance.

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Open Enrollment

The NAF Health Benefits Program (HBP) Open Enrollment Period is just around the corner from 1 – 30 November 2018! This is the one time of year when an employee can make changes to their health insurance plans without having to prove a qualifying life event such as marriage, divorce, or child birth/adoption. Picking the right plan is crucial, and there are options available to include your spouse and dependents, as needed, to help minimize the impact to your take home paycheck.

Beginning 15 Oct 18 employees can discover the lowest cost, best health care coverage option by logging onto: <http://www.myalex.com/airforce> and is accessible from any computer, tablet, or smartphone device.

Here are three important things to know about the ALEX tool:

1. It's personalized, so you can see which plan makes the most sense for YOU, not your coworkers, your boss, or even me, your local benefits genius.
2. It's fun to use. There's no boring insurance jargon or complicated legal jibber-jabber.
3. It's confidential, so you can get the guidance you need without revealing all of your fascinating secrets.

If you want to find that perfect plan, or you have questions about how your insurance works, you can get help from our new online benefits counselor, ALEX!

**OPEN
Enrollment for
Health Benefits**

01 Nov 18 – 30 Nov 18



NAF Benefits Fair

We are delighted to announce NAF will be conducting our second Health and Wellness Benefits Fair on 23 October from 0900-1400 at the Youth Center. All NAF employees (regular or flex) are invited to attend. Representatives will be available and providing information on the following benefits:

- METLife (Life Insurance)
- AETNA (Health Insurance)
- Wells Fargo (401K)
- Flexible Spending Account (FSA through Automated Data Processing)
- Employee Assistance Program
- Federal Long Term Care
- Health and Wellness Center (HAWC)

In addition, MacDill is thrilled to be offering the only NAF Retirement Briefings in the Air Force on this same day, hosted by Mr. Joe Parent from AFSVA. Times will be 9am, 10a, 11am, & 1pm. All NAF employees are encouraged to attend and are asked that they coordinate their scheduled times through their supervisors. For more information, please call the NAF HRO at 828-2911.



Sexual Assault Response Services for Civilian Employees

The Air Force has expanded Sexual Assault Response Services to Civilian Employees. An exception to policy which allows all Air Force civilian employees who are victims of sexual assault the ability to file an unrestricted or restricted report of sexual assault and receive advocacy services from a Sexual Assault Response Coordinator (SARC) and Sexual Assault Prevention and Response Victim Advocate (SAPR VA) effective immediately. This exception to policy does not include legal or non-emergency medical services unless the individual is otherwise eligible for these services. The SARC and SAPR VA will assist the individual reporting with identifying eligible advocacy resources, to include a sexual assault forensic exam or counseling, in the local community.



Air Force NAF Employee Flexible Spending Account

As part of Open Enrollment, all NAF regular employees have the option to enroll and/or continue in a health care and/or a dependent care Flexible Spending Account (FSA). A Flexible Spending Account (FSA) allows you to set aside pre-tax dollars to pay for eligible health care and dependent care (childcare) expenses. With an FSA, you save money by paying less in taxes for expenses you already have. The Air Force is offering two accounts: a Health Care and Dependent Care (child care) FSA. A Health Care FSA allows you to be reimbursed for everyday medical expenses such as co-pays, prescriptions, dental and vision expenses and much more. A Dependent Care FSA enables you to save on child care expenses for eligible dependents. Don't miss out! You can enroll during Open Enrollment beginning Monday, 6 November 2017. Simply go to <http://AirforceNAF.adp.com> to enroll! More info to follow!

Career Fair at Surf's Edge

Spread the word! NAF HRO will be participating in the Career Fair on 25 October 2018 at Surf's Edge from 1100-1400 to recruit for vacant positions within the FSS!

Job announcements will be posted on-line at NAFjobs.org. Interested applicants should apply online at nafjobs.org.



Use or Lose Annual Leave

The NAF HRO is
CLOSED every
Thursday for
TRAINING.

Regular NAF employees and their supervisors are reminded that the maximum amount of accumulated annual leave that may be carried over from one leave year to the next is 240 hours.

The leave year for NAF employees will end on 12 January 2019. Make sure that annual leave in excess of 240 hours is scheduled NLT 1 December 2018 and used before 12 January 2019. Your pay statement shows your annual leave balance. For more information on accumulation of annual leave please reference AFMAN 34- 310 Section 14.2.4. or contact the HRO at (813) 828-2911.

Important Tip:

Use or Lose Leave
must be used by
12 January 2019.

Upcoming Full Scale Wage Survey

A full scale wage survey to determine prevailing rates of pay for Nonappropriated Fund wage employees under the provisions of Public Law 92-392 is scheduled to begin in our area during the month of January 2019. MacDill AFB NAF Human Resource Office has been selected as the survey host installation to provide administrative, technical and logistical support for the wage survey. We will be assembling a team of data collectors to accompany the folks from the Wage and Salary Division into the local community to visit establishments and collect survey data. Information gathered from the survey will be used to determine the new pay scales to be effective March 2019.

Employee Assistance Program

Did you know the Employee Assistance Program provides FREE services to NAF employees? The program offers a wide range of services to assist employees with issues related to stress, family, relationships, legal services, budgeting, alcohol, work and other concerns. In addition, there are comprehensive educational materials available for FREE to assist with Child Care and Parenting, Adults Care and Aging, Education and Career Development, Health and Wellness, Daily Life Needs EAP services are convenient and confidential. To make a confidential EAP appointment with a licensed counselor call 1-800-222-0364 (or 1-888-262-7848 if you are hearing impaired) or via their website at www.worklife4you.com. The line is open 24 hours a day, 365 days a year, and services can be provided in 280 languages (upon request). If you need help, please check it out!

The purpose of the Air Force NAF HR office is to administer the NAF Personnel Program by providing efficient and effective management of NAF personnel while assuring 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.

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NAF Human Resources

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Monday-Wednesday, &
Friday 0730-1600
Thursday: CLOSED

www.nafjobs.org

Your HR Staff:

HR Officer: Gail Mouse
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HR Asst: Christine Blake
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