

January 2011

**New Year's resolution:
To get it right this time.**

- * Start of a New Year to change a bad habit.
- * Finding balance in your life is essential.
- * Figure it out how to be a better, richer, kinder, fitter person in the new year.
- * Last but not least keep it simple and achievable.

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NAF HRO NEWS AND VIEWS



Volume 3, Issue 1

Welcome Aboard and Greetings from HRO

These employees joined the NAF FSS team in December:

Maureen Davis, Lodging

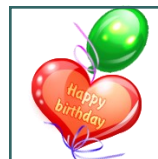
Christina Gary, Lodging



These employees are celebrating their birthday this month:

- 1 Jan Theresa Rayburn, HRO
- 5 Jan Olivia Montelongo
Marsea Lewis, Lodging
- 6 Jan Erica Marquez, Fitness Center
- 9 Jan Noriko Allen, Youth Center
Ernest Nix, Club
- 10 Jan Judith Cooley, Youth Center
- 13 Jan Donald Woodin, Golf Course
Allyssa Roman, CDC
- 14 Jan Harold Gumm, Golf Course

- 20 Jan Richard Greenaway, Bowling Ctr
Adrienne Burgess, CDC
Ellen Jenkins, Lodging
- 22 Jan Ramie Nakashima, Arts and Crafts
- 23 Jan Aislinn Delacruz, Library
- 24 Jan Morten Zederkof, Fitness Center
- 28 Jan Donald Hudson, Club
Natalie Estorga, Youth Center
- 29 Jan Ann Rowell, Resource Office
Jody Morgan, Auto Hobby
- 30 Jan Heather Brownlow, Vet Clinic
- 31 Jan Alma Pulido, Lodging





Employment Verification

Employment Verification is now available thru My Biz for nonbargaining employees

Employment Verification allows employees to securely and conveniently provide proof of their employment and/or salary to an external organization or person. It's quick and easy! Just have the organization's or recipients email address on hand, when you log into My Biz. Once logged on, select Employment Verification, and then "Details to Share." You will then be able to choose the information you like to securely send:

"**Employment Information**", provides Employee Name, Current Date,

Job, Organization, Last Four of your Social Security Number, Employment Status, Employment Dates, and Rate of Pay.

"**Employment and Salary Information**," provides the same employment information above, plus total salary.

Employment Verification is the employee's secure choice for quick verification of employment and/or salary information! Do not delay, log

into My Biz @ <https://compo.dcpds.cpmis.osd.mil/> to try it out. Send a copy to yourself! This self-service functionality is available to all employees ; however, it is optional for employees covered by a bargaining unit. *The Work Number* is still in place and can continue to be used to provide employment and salary verification.



Work Schedules:

All employees have access to a posted schedule. Flexible employees may be subject to "on call" work in addition to hours posted on the schedule. Supervisors may change work schedules by providing a minimum of 24-hours to the employee

Changes

Address Change: If you have had a change of address please remember to update it in your My Money account. In addition, please contact your HRD with the new address so we can update your benefits records.

If you have had a change in dependent status, military status or citizenship please contact your supervisor and HRD.

CAC appointment for new employees:

NAF employees will now be entered and verified in DEERS via a secure automated data feed using DCPDS. It takes approximately 48 to 72 hours for information to be updated into DEERS. HRD will wait at least 72 hours before sending a new employee to receive his or her CAC. NAF employees can schedule appointment by

visiting the following site: <https://rapids-appointments.dmdc.osd.mil/> or by calling ID Card office to set up an appointment. Non-U.S. person NAF employees shall continue to have their information entered at a Real-time Automated Personnel Identification System (RAPIDS) workstation via DD Form 1172-2. If you have any questions please call MPS Customer Support at 606-2276

Time-off Award

Time off awards can be granted to all employees, to include flexible category employees. The Air Force Manual 34-310, *Nonappropriated Fund Personnel Program Management and Administration Procedures*, paragraph 7.3 does not restrict the use of time off awards to only regular category employees.

A time off award can be granted for performance as reflected in the

employee's most recent rating of record and can be granted in lieu of, or in conjunction with, a performance award. Time off awards must be supported by the appropriate written justification explaining how the employee merits the award. Decisions to grant time off awards shall be based upon the same criteria or circumstances as for other incentive awards. The period of time off

granted is based upon the value of the individual's contribution, not upon the individual's grade or salary.



Thornburg Core Growth Fund

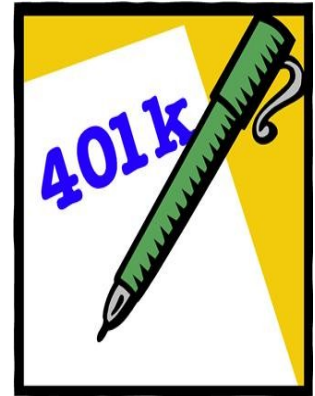
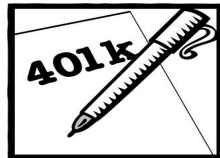
The Thornburg Core Growth Fund R5 was identified as an investment option that had been performing poorly when compared to like funds. As a result, this fund was eliminated as an investment option as of 1 November 2011.

Those who are currently invested in the fund may remain invested, but no further contributions may be made. The Thornburg Core Growth Fund R5 is in the Mid Cap Growth Fund category. This category also includes the Morgan Stanley Institutional Mid Cap Growth P and the T Rowe Price Mid

Cap Growth as investment options.

Plan participants may change contribution investments by logging on to www.wellsfargo.com/401k

and following the instructions for fund transfers. Participants may also contact Wells Fargo Participant Account Services at 1-800-377-9188.



Form LS-202, Employer's First Report of Injury or Occupational Illness

The LS-202 is required to be completed anytime an employee is injured and wants to file claim for Workers' Compensation benefits. The form is filled out by the injured employee's supervisor or the supervisor that was on duty at the time of injury. If the supervisor fails to file the LS-202, then the injured employee has no claim and is not entitled to any benefits. The form should be submitted to

the NAF-HR within 24 hrs from the time of injury unless it's the weekend or holiday, the it needs to be reported the next duty day.

Some blocks on the LS-202 of particular interest are Block #3, (Date & Time of Incident), Block #24 (Place of Incident), #26 (Description of Incident), and #27 (Nature of Injury). Information in these blocks need to

be specific. The information contained in these blocks can go a long way in helping the claims examiner accept or deny (controvert) the claim. Also, ensure the form is signed and dated by the supervisor.

For more information please contact Angel Frueh, at 606-8906.

This newsletter is an information publication containing announcements, special notices, changes in regulations and publication of required items relating to NAF personnel. The Human Resources Office publishes this newsletter on a monthly basis for the benefit of employees and their supervisors. Readers are encouraged to submit comments or material for the newsletter to HRO. Activity managers / supervisors are responsible for ensuring a copy of this publication is posted on the employee bulletin board.

Congratulations

Change of Employment Category:

Elizabeth Nunez, Lodging
Peter Sicard, Lodging

Promotions/Wage Increase:

Menuka Lal, Library
Elizabeth Crandell, Swimming Pool
Christian Larsen, Outdoor Rec
Adriana Ramos, Lodging

Award Recipients:

Carmen Castellanos, Lodging
Miranda Hudis, Lodging
Wilfred McQuire, Lodging
Amber Mosgovoy, Lodging

Award Recipients:

Aracely Rodriguez, Lodging
Nilda Schneregger, Lodging
Peter Sicard, Lodging
Alfonso Treja, Lodging



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Check our
employment
website
NAFJOBS.org

Hours of Operation :

Monday through Friday

8:00 am—4:00 pm

Closed every 4th Thursday of the month and all Federal Holidays to include AFSPC Family Days.

2012 Health Incentive Credit (HIC)

Effective 1 January 2012, enrollees and their dependents can earn Health Incentive Credits (HIC) as a reward for Taking steps to improve their health! The credits are used toward annual deductible and coinsurance for taking one of the following actions:

Employees, Retirees, Dependents Over Age 18		
Activity	Health Incentive Credits Earned	Credits Posted to Account within 3-10 days:
Complete or update Health Risk Assessment on www.aetna.com	\$50 each – 1 per year	After completing or updating Health Risk Assessment
Have a Preventive Care Exam (Annual Physical Exam or Well Woman Exam)	\$50 each – 1 per year	After the preventive care claim is paid
Children Under Age 18		
Activity	Health Incentive Credits Earned	Credits Posted to Account within 3-10 days:
Have a Preventive Care Exam (Well Child Exam)	\$100 each – 1 per year	After the preventive care claim is paid

After enrollees and their dependents complete the wellness activities described above to earn Health Incentive Credits, these credits will be placed in an account and applied towards the first family member's claim where the deductible and/or coinsurance would be applied. **Enrollees can earn a maximum of \$100 per year per person, up to \$300 per family per year.** Health Incentive Credits will be applied to the medical deductible and/or coinsurance as claims are processed. The credit will roll over every year until it is used, for up to 3 years. Credits are displayed on Explanation of Benefits and in Aetna Navigator. *Note:* The Health Incentive Credit cannot be applied to copayments such as PCP, Specialist, Emergency Room, Urgent Care, Pharmacy or Hospital confinement fees.

For more information please contact Joyce Caples at DSN: 969-7441 or Commercial: 395-7441.