



Your MWR at Joint Base McGuire-Dix-Lakehurst

# FORCE

## SUPPORT SQUADRON



87th Force Support Squadron, NAF Human Resources Office

4th Quarter- 2021 Oct, Nov, & Dec

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This newsletter is produced by the Human Resource Office (HRO) to provide you with information concerning Non-appropriated Fund (NAF) personnel issues. If there are topics you would like to see covered in the newsletter, please submit your suggestions to HRO.

### NAF Human Resources Team

Building 2903, Room 39  
JB MDL, NJ 08641  
Mon, Tue, Wed, Fri: 7:30-4:30  
Thursday: 12:30-4:30  
609-754-3459

#### **Christie Ford**

Human Resources Officer  
(609) 754-6900

#### **Shelly-Ann Gomez**

HR Specialist – (609) 754-3352  
Monitoring (609) 754-3388  
Human Resources, Library,  
Outdoor Recreation, Bowling, Golf,  
Community Centers

#### **Roberta Lazerson**

HR Assistant - (609) 754-2146  
Child and Youth Services Flight  
(with an exception of Lakehurst  
facilities, and Dix Teen Center)  
Workers' Compensation - Backup

#### **Sharon Rainford**

HR Assistant - (609) 754-3890  
Sustainment Services Flight, ITT,  
Auto Hobby, Arts and Crafts, and  
Aquatics  
Workers' Compensation – Primary

#### **Petrina Peltier**

HR Assistant - (609) 754-3321  
Resource Management Flight,  
Training, and Rod and Gun  
Payroll – Primary  
Password Resets-Name Tags

#### **Sara Gardner**

HR Assistant - (609) 754-3459  
Lakehurst CDC, Lakehurst Youth,  
Marketing, and Dix Teen Center  
USA Jobs / Hiring Lists - Primary  
Password Resets-Name Tags  
Payroll - Backup

### NAF Length of Service Awards 4th Quarter - 2021

#### 5 Years

Maureen P. Morris

#### 10 Years

Kevin T. Dawkins Jr

#### 20 Years

Sandra A. Highsmith

Thank you for your dedicated service to our FSS Community!

## **Wishing You the Happiest of Birthdays!**

### October

Earla Cotton, John Cremer, Sally Beyer, Kathryn Johns, Jamey Weiler, Lauren Collins, Kellie Kinlaw, Janet O'Hearn, Katelynn Woods, John Scott, Michael Walters, Karina Escobar, Arionna Jones, Jill Balkun, Janae Parham, Claire Martin, Dasha-Darlene Elvenia, Ezequiel Hernandez, Jose Manjarrez, Denise Swinger, Shereen Pyle, Daniel Capewell, Sandra Highsmith, Monica Gilliam, Bonnie Chaney, Katie Welsh, Patricia Alcoces, Alicia Villanueva, Jason Mroczka, Oscar Gomez Carpio, Lindsay Horton, Judith Rodriguez, Oliver Acosta

### November

Maria Cristina Borruel, Keui Lampron, Tyler Hines, Michael Mincey, Carlos Espinoza, Mark Wilsea Jr., John Barry, Eric Chambers, Natasha Flake, Donna Singh, Dinithi DeSilva, Diana Helmes, Billy Shotzberger, David Herbert, Adam Brennan, Karin Forsberg, Jose Cardona Perez, Angkhana Chooprayoon, Jon-Paul Grother, Kimberly Lissner, Christie Monroe, Theresa Amilale, Christaleigh Amilale, Carol Capewell, Arlene Edmonds Melendez, Laura Caggiano, Kaylee Gauze, Hiram Rodriguez

### December

Charles Drayton, Kyle Rauch, Anthony Webb, Michelle Fosque, Tiffany O'Donnell, Joyce Tirado, Caleb Evans, Anita Meehan, Dana Romano, Phyllis Flannelly, Curtis Kellum, Kristopher Kornacki, Jorge Reyes Soplin, Kenneth Anderson, Cady Billiet, Darlene Drayton, Victoria Lucero, William Palzer, Stephanie Walker, Kathy Ball, Victoria Ball, Tabitha Hastert, Maia Luna, Raquel Rivera de Jesus, Mariyah Morgan, Jae Sang, Sandra Rainford, Sharon Rainford, Caylie Jo Boggess, Christina Pentland, Siena Wilson, Tracy Early, Velma Rellstab, Kaela Chrizele Canlas, Joanne Edralin, Pamela Moeller, Susanna Pierce, Nikkole Schwartz

## FSS Events

- **01-21 Oct** – 87 FSS Youth Program presents the Clothesline Project in honor of Domestic Violence Awareness Month. Decorate a t-shirt to help encourage hope and empower those experiencing domestic violence. Displays will be at AAFES BX corridor, various downtown restaurants, and the youth center. (609) 562-5061
- **05 Oct, 02 Nov, 07 Dec** – JB MDL Newcomers Orientation at the Timmermann Center, Bldg. 5441 8<sup>th</sup> St., JB MDL Dix. 0800-1300 hours (609) 754-3154 or (732) 323-1248
- **06 Oct** – The Military and Family Support Center presents Virtual Civilian Resume Writing Workshop – 0900-1200. Pre-registration required: <https://booknow.appointment-plus.com/3yjbr5kq/10> (609) 754-3154
- **06 Oct, 03 Nov, 01 Dec** – 87 FSS Education and Training presents a Tuition Assistance Briefing at 0830-0930, Bldg. 3829 School House Road, JB MDL McGuire. Members requiring Initial TA Briefing will also need to complete an interest survey and discuss results with an Education Specialist prior to receiving credit for the Initial TA briefing. (609) 754-3019
  - **10 Nov** – event time is 1030-1130 hours
- **12 Oct, 09 Nov** – Vocational Rehabilitation Counseling presents Veteran Readiness and Employment at 3435 Broidy Rd, JB MDL McGuire, from 1000-1100 hours. Spouses encouraged to attend. (609) 754-314 or (732) 323-1248
- **15 Oct** – Military and Family Support Center presents Hearts Apart “Hall-O-Ween” from 1730-1930 at 3435 Broidy Rd., JB MDL McGuire – Trick or Treating open house, for families with deployed, TDY 30 days+, and remote service members. [Indoor event] (609)754-3154 or (732) 323-1248
- **26 Oct, 16 Nov** – Military and Family Support Center presents the Virtual Evening Newcomers Orientation from 1800-1930 (links provided to base CSS offices) (609) 754-3154 or (732) 323-1248
- **28 Oct** – 5K Run/3K Walk Zombie Chase presented by 87 FSS Fitness & Sports, Griffith Field House @ 12 noon. Pre-registration required. (609) 562-4888
- **16 Nov** – Cold Turkey Trot 5K/3K Walk presented by 87 FSS Fitness & Sports, Griffith Field House @ 12 noon. Pre-registration required. (609) 562-4888
- **18 Nov** – Evening Autism Networking Group presented by Military and Family Support Center. Bldg. 3435 Broidy Rd, JB MDL McGuire, 1700-1800. (609) 754-3154 or (732) 323-1248
- **19 Nov** – Hearts Apart Friendsgiving hosted by Military and Family Support Center. Bldg. 3435 Broidy Rd., JB MDL McGuire 1730-1930 (609) 754-3154 or (732) 323-1248
- **1-17 Dec** – 87 FSS Youth Program presents Teen Stuff-A-Bus from 1000-1600 daily. Donate unwrapped toys and non-perishable food items to the less fortunate! (609) 562-5061
- **03 Dec** – Hearts Apart the S’more the Merrier hosted by Military and Family Support Center. Bldg 3435 Broidy Rd, JB MDL McGuire, 1730-1930 (609) 754-3154 or (732) 323-1248
- **11 Dec** – 87 FSS Youth Programs present Treat for Troops, 1279 Locust St, JB MDL Dix and 3830 E. Scott St, FCN, McGuire – 1100-1400 hours (609) 562-5061 and (609) 754-5437

## Annual Health Benefits Open Enrollment 2022

NAF Open Enrollment is scheduled from 1 November – 30 November. During this period, NAF employees are eligible to make benefit elections and/or changes without experiencing a Qualifying Life Event (includes marriage, divorce, birth, adoption, etc.) Employees have the opportunity to enroll in health plans, switch their plans to include or remove dental options or go to a Standalone Dental Plan, add or remove dependents, or elect to enroll or re-enroll in one or both Flexible Spending Accounts or our High Deductible Health Plan!

Please feel free to take advantage of a personal one-on-one experience, better known as Alex, the online benefits counselor who is designed specifically to guide you to the best health and dental options to accommodate your personal medical needs! To “hang out” with Alex, please go to [www.mvalex.com/airforce](http://www.mvalex.com/airforce)

For other information regarding Teladoc, 24 hours nurse assistance, Aetna discounts, member tools, benefits charts, summary of benefits and covers (SBC), summary plan descriptions (SPD), creditable coverage notices, and health care reform notices, please go to [www.nafhealthplans.com](http://www.nafhealthplans.com)

To enroll or inquire about 2022 rates, please reach out to your NAF Human Resource Representative as shown to the left.

## Military Leave for NAF Employees

Military leave is absence from duty in the employee’s NAF position without loss of pay to perform military duty. Regular and Flexible employees are entitled to time off with pay for certain types of active and inactive duty in the National Guard or Reserves of the Armed Forces.

Eligible employees are entitled to an excused absence up to a maximum of 15 days/120 hours (15 days x 8 hours) per fiscal year without loss of pay, leave, or performance rating when called to active duty, active duty training, and inactive duty training. If the 15 days is not used in any fiscal year, the unused leave is carried forward into the next fiscal leave year. This allows the eligible employee to hold a maximum total of 30 workdays credited for use during a fiscal year.

IDT (Inactive Duty Training) is authorized training performed by members of a Reserve component and consists of regularly scheduled unit training periods, additional training periods, and equivalent training. An employee who is a member of the Reserve or National Guard who is NOT eligible for, or who has exhausted his or her military leave, must be granted annual leave, time off award earned, credit hours, or LWOP, as requested in order to perform active or inactive duty for training. Sick leave cannot be used for compensation and is only to be used when orders are issued specifically for the member to receive medical treatment/exams/attend a medical evaluation board or are incapacitated for either military or civilian duty due to a line of duty incident. Title 5 USC 6323(b) provides 22 workdays per calendar year for emergency duty as ordered by the President, the Secretary of Defense, or a State Governor.

Regular employees called into active duty for performing military duties in support of civil authorities in the protection of life and property are granted leave upon presentation of official orders. Compensation received is turned in to the NAFI to be credited toward the pay received from the employee’s NAF position during the absence. Leave will only be granted for workdays and the employee’s NAF pay is reduced to the amount received for military service performed on a workday.

For more information, visit: [www.opm.gov](http://www.opm.gov) or refer to the NAF Program Management and Administration Procedures Guide, Chapter 14, section 14.6, to include all following paragraphs.

## Administrative Leave Guidance

The season of snow will be upon us very quickly! With that being said, please be sure to keep in mind the following regulations for administrative leave usage to avoid any hesitation for base closures or delayed openings:

IAW NAF Program Management and Administration Procedures Guide, Chapter 14, section 14.10, para. 14.10.1.3 and DoD 1400.25, Volume 610

Administrative group dismissal is an absence from duty when employees are released from duty because all or part of an activity is closed or it is in the public interest. Employees affected by these actions are usually excused without charge to leave and without loss of pay. Installation commanders may suspend some or all NAFI operations and consistent with that closure, administratively excuse non-emergency employees when severe weather conditions or other emergency situation dictate such action as being in the best interest of the AF. Employees, who are notified of suspended operations well enough in advance to permit the scheduling of leave, normally 24 hours in advance, are not released without charge to leave.

Administrative leave is an authorized absence from duty without loss of pay or without charge to other paid leave. The leave approving supervisor may excuse employees for brief periods (normally 4 hours per day) and addresses employees excused for non-mission related emergency reasons. Management officials may not use administrative leaves or dismiss employees in a manner that effectively creates a paid non-duty day without charge to leave.

**Early dismissals:** Only employees who are in a duty status (not on scheduled leave), or who are expected to return from leave to duty status at the time the early dismissal takes effect, are excused without charge to leave. Employees who are absent on leave that day continue to be charged leave. Employees on approved telework agreements are expected to work their full day.

**Late reporting:** Depending on the hazardous weather conditions, tardiness not in excess of 2 hours may be excused. Tardiness in excess of 2 hours may also be excused because of an unavoidable delay resulting from adverse weather or from disruption of public or private transportation in individual cases which are personally reviewed by appropriate supervisors. In case of employees who do not report for duty during hazardous weather, annual leave is charged for the full duty day, unless the supervisor concerned determines, after personal review of the facts in each case, that the employee made every reasonable effort to get to work, but was unable to do so because of the weather conditions.

**Base closure:** Workdays in which deferral activities are closed for hazardous weather conditions or disasters are non-workdays for employees, to include Flexible employees, not on an approved telework agreement or in an approved leave status. All Regular employees who are not on an approved telework agreement or in an approved leave status are excused without charge to leave. Employees who are absent on leave that day continue to be charged leave. Teleworking employees are expected to perform those duties or request leave. Employees in a non-pay/LWOP status on the days immediately before and after the day(s) the activity was closed will remain in a non-pay/LWOP status. In addition, it does not apply to employees on military duty or suspension on the day of the closure. Employees who are assigned to other activities but are TDY at the closed activity are entitled to excusal without charge to leave. Employees assigned to the affected activity but are TDY elsewhere, are not entitled to excusal without charge to leave.

## ADDRESS CHANGE?

Should you have a change of address, you must log onto NAF Pay and update your account to reflect your new address. **This will be the address that your tax documents will be sent to should you separate from employment.**

Additionally, you must inform your supervisor of your address change so that their records can be updated as well as complete a change of address form at Human Resources as soon as possible.

### BANKING INFORMATION NEED TO BE UPDATED?

In the event that you have a change in banking information and/or have inserted your information incorrectly, you must log onto NAF Pay and select "My Allotments". **Please be sure to go through all 3 screens available during the update status.** Once you complete this, you will be able to re-access your allotments to be sure that your changes have saved.

Should you need assistance, please call our payroll technician at **609-754-3321** or via email at: [Petrina.Peltier@us.af.mil](mailto:Petrina.Peltier@us.af.mil)

### EQUAL EMPLOYMENT OPPORTUNITY

Every applicant receives equal consideration on merit, without discrimination of color, race, creed, religion, gender, sexual orientation, origin, age, handicap or any other non-merit factor.

**For "My Money" password changes and resets, please contact the NAF-HR staff at 754-3459 or 3321**

### Great Training Opportunity!!!

Working Smarter, Not Harder through **Continuous Process Improvement**

Contact Tammy Miller at 745-6838 for more information!

## Use or Lose, Compensatory Time, and Time off Award (TOA)

**Use or lose hours:** Please be sure that employees begin scheduling their use or lose hours immediately as they are to be scheduled no later than November 27, 2021 and to be used prior to January 08, 2022. Any use or lose hours not used prior to January 08, 2022 will be deducted from the employees balance.

**Compensatory time earned:** Prior to using use or lose, any compensatory time that is in the employee's balance as earned must be used no later than December 25, 2021. All compensatory time remaining on the employees balance after this date will be expired.

**Time off award:** Once compensatory time has been exhausted (if the employee had any at all), time off award should be used if not already taken. TOA expires exactly 1 year from the date it is effective. This should be recorded in SETS as regular hours with the OPM Form 71 stating "Other paid leave" is utilized with TOA in the remarks section; this should be submitted to NAF HR Payroll immediately for submission to AFSVC to deduct from employee balances.