



HRO Points of Interest

“SERVICES -- NOT WITHOUT US!!”

Oct - Nov - Dec 2008

GREETINGS FROM THE 375th SERVICES SQUADRON COMMANDER, MAJOR TIMOTHY SITES

Services Family,

Winter weather, and the holiday season is definitely upon us. The weather is colder, the leaves are falling, and we're all starting to make holiday plans. As you break out the sweaters and jackets you haven't seen for a long time, please take a minute to reflect on safety during this season. Since we all tend to forget what last year was like, a couple reminders to get you back in the holiday safety mindset.

Colder weather brings snow and ice, and challenging driving conditions. Make sure you allow enough time to get to your destination. Get your car checked now to make sure it's safe, and put a snow shovel, a blanket, jumper cables and some ice melt in the back just in case.

The winter blues are something that afflicts many people. It's not unusual to get a little down with fewer hours of daylight, and all the pressures this time of year. If it's more than that, take time out for yourself and talk to someone who can help you. That can be a chaplain or pastor, a family member or friend, or a mental health provider.

Cold weather also means we're all spending more time inside. As our Mothers told us, this is when disease gets spread around, and our homes and offices are filled with germs. So, make sure you're washing your hands. Get your flu shot. Cover your mouth when you sneeze or cough. Take a couple small steps to keep yourself, and those around you healthy this year.

You're all important parts of the Services family, and we want to see you back here after the holidays. Thanks for all that each of you do every day.

Happy Holidays

Maj Sites

375th Services Commander

OPEN SEASON FOR HEALTH INSURANCE

Open Season for Health Insurance will take place from 3 November through 28 November 2008. During this time employees may change their FBP elections from pre-tax to after-tax contributions or vice versa. Employees may also elect to drop dependent coverage. You will not, however, be able to add dependents. For more information about the Health Insurance Program, please contact the Human Resources Office at 256-3831.



NAME CHANGE & DEPENDENT STATUS CHANGE

Have you had a change in dependent status or a name change due to marriage, divorce, or military retirement? There are several areas this could affect. You may want to consider changing your beneficiaries for your 401(k), life insurance, retirement, etc. Contact the Human Resources Office if you have changes.

PERFORMANCE AWARDS

Performance awards are given to employees to recognize outstanding performance of a continuing nature. These performance awards are given during the Annual Performance Evaluation cycle each year. Employees can receive a Time-Off Award, On-the-Spot Cash Award, and/or a Pay Adjustment, if applicable.



ANNUAL LEAVE PROCEDURES

Annual leave should be requested and approved in advance of the absence by the supervisor on an OPM Form 71, Request for Leave or Approved Absence, except in the case of an emergency. The employer will grant annual leave as requested by the employee, except for emergency reasons related to mission and workload requirements.

USE OR LOSE ANNUAL LEAVE

What is your balance?
The maximum amount of annual leave that can be carried over from one leave year to the next is **240 hours**. Please plan your leave accordingly so that you do not lose your leave. All use or lose annual leave for 2008 must be taken by **10 January 2009**. If you have annual leave that will be forfeited, please contact the Human Resources Office to inquire about donating leave to another regular employee through the Voluntary Leave Transfer Program.



VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

The VLTP permits Regular AF NAF employees to donate annual leave to other Regular AF NAF employees who suffer a substantial loss of income, because they have insufficient sick and annual leave to cover a lengthy period of absence caused by a medical emergency. For more information, please contact your supervisor or the Human Resources Office.



WAGE CHANGE SURVEY

The DOD Civilian Personnel Management Service Wage Setting Division is the pay setting authority for NAF employees within the DOD. Wage Survey begins November 3, 2008.



DAYLIGHT SAVINGS TIME

A NAF employee who is working when daylight saving goes into effect on 2 November is credited the actual hours worked on that shift.



DIRECT DEPOSIT

It is mandatory and a condition of employment that all federal NAF employees have direct deposit.

EMPLOYEE SAFETY AND HEALTH

Employees are reminded that they must comply with all safety and health directives and promptly report any on-the-job accidents and injuries to their supervisors. The supervisor must promptly report all on-the-job injuries to the Human Resources Office and the designated safety officer, even when the injured employee does not wish to seek medical treatment.



ANNUAL PERFORMANCE EVALUATION

All Regular and Flexible NAF employees, with at least 90 days of employment on or before of 30 September, are entitled to an annual performance evaluation. The evaluation rating period is from 1 October to 30 September. Please contact your supervisor with any questions or concerns.



HOLIDAY SEASON

With the holiday season fast approaching, please remember your safety checklist. If you will be traveling over the holidays please let your supervisor/wingman know where you will be, a number where you can be reached if necessary, and when you can be expected to return. If you are unable to return as scheduled due to weather, flight cancellation, etc. Please contact your supervisor as soon as possible. Remember your safety is the key!



REMEMBER- WE WORK FOR YOU!
Ms. Mary Mister-Miller
Mrs. Dawn Baker
Mrs. Melanie Nicklow
Mrs. Lovy Simien
Call Us At 256-3831