

# NAF HUMAN RESOURCES NEWS

## FSS RESTRUCTURE AND MASS CHANGES

In October 2017, the FSS was restructured and most NAF facilities had updates to their office symbol. Mass Changes were done to all employees reflecting the new office symbols. Did you get an action showing a Mass Change? Not to worry, the only change was to the office symbols in the personnel system. If you have questions regarding personnel actions, contact HR.



## ADVANCEMENT OPPORTUNITIES/POSITION CHANGES

At any time while you are employed with NAF, you may submit an application (including an AF Form 2550) on [www.nafjobs.org](http://www.nafjobs.org) to apply for other positions at the same, lower, or higher grade.

## OPEN ENROLLMENT INSURANCE CHANGES ARE NOW EFFECTIVE (RPT/RFT)

Changes made during open enrollment took effect 31 Dec (for disenrollment/cancellations) and 1 Jan (for enrollment/additions/plan changes). Payroll changes will be seen starting in the Jan 18th paycheck. For more information about health benefits offered, you can go to [www.nafhealthplans.com](http://www.nafhealthplans.com). There you can find information about plans, incentive programs, and links to additional resources.

## UPCOMING HOLIDAYS / EVENTS

- January 15 - MLK Jr. Day
- January 18 – Aero Club Open House
- January 19 – Resolution Run 5K
- January 20 – Best Ball Golf Tournament
- February 19 – President’s Day

NAF HR Office – 5 N. Seller Ave., Bldg. 3000 (661)  
275-9675 Hours: 0730 – 1630 Mon – Fri

[412fss.nafjro@us.af.mil](mailto:412fss.nafjro@us.af.mil) // [www.nafjobs.org](http://www.nafjobs.org)

HR Assistants: Denise Proteau, Cassandra Anchondo,  
Michelle Heemstra

HR Chief: Salvador Carlton



## STILL HAVING TROUBLE LOGGING INTO MYMONEY? NAF HR CAN HELP!

Your HR office now has basic and advanced troubleshooting tips for logging in to MyMoney from home computers! We can also assist with resetting passwords. Stop in for the list of tips, or we can email it to you.

## WHEN WILL I GET MY W-2?

W-2s are due to employees by 31 Jan. If your W-2 is not available on MyMoney after 31 Jan., please contact the HR office.

## NEW YEAR, NEW PERSONAL INFORMATION?

Has any personal information changed? Make sure to stop by HR to update information with us. If your mailing address or bank account has changed, update your information in MyMoney.



## PAYING FOR BENEFITS WHILE ON LWOP

If you are a RPT or RFT employee enrolled in health, dental, and/or life insurance and you go on LWOP you must notify HR. You are responsible for paying your bi-weekly insurance payments directly to the NAF Accounting Office (Bldg. 3000). Failure to pay your insurance payments will result in **TERMINATION** of your benefits.

## CHAIN OF COMMAND

Everyone is a part of and subject to the chain of command and it should be used properly. The key to the chain of command is to resolve problems and seek answers at the lowest possible level. The place to start when you have a problem or are searching for an answer is your immediate supervisor. Most of the time, that person will give you the answer or other guidance. If your immediate supervisor is unavailable, go to the next level supervisor for resolution. The chain of command is an effective and efficient system to keep things flowing smoothly. Contact your supervisor if you do not know who is in your chain of command.

## WORKER'S COMPENSATION

If you are injured on the job, report the injury to your supervisor **IMMEDIATELY** to start paperwork about the injury. This paperwork **MUST** be submitted to HR within 24 hours of the injury, whether or not you see a doctor. Do **NOT** wait to report an injury!